J&J Exhibitors Service

Setting the Standard in the Trade Show Industry for 80 Years.

Exhibitor Service Manual

Welcome to the NASC Sports Event Symposium!

J&J Exhibitors Service, Inc. is proud to have been chosen as the Official General Service Contractor for the NASC Sports Event Symposium. As a family owned and operated, certified Women's Business Enterprise (WBE), we thank you for your support.

This Exhibitor Service Manual is a comprehensive, step-by-step guide designed to facilitate your planning process for the NASC Sports Event Symposium. We urge you to take a few moments, **NOW**, to review the Manual in detail. Here are some tips to maximize your use of the Exhibitor Service Manual:

Read the Manual! Familiarize yourself with this manual. We guarantee it will be to your benefit to read through the entire Manual in detail.

Order Early! Take advantage of advance discount savings! Meeting deadlines and placing orders in advance will save money and will assure that you receive prompt, on-site services. To secure your discounted rate, orders must be received on or before the discount deadline referenced in the Exhibitor Service Manual. Our policy requires payment in full at the time of order.

Keep copies of all orders! Be sure to keep copies of the orders, payments and shipping documents. Bring them to the show! If the person who has provided all the pre-show planning will not be on-site, be sure and share all this information with those representatives managing your exhibit.

We are confident that you will find the Exhibitor Service Manual to be a useful tool in planning for a successful show. Please feel free to contact us if you have any questions or need any assistance in planning for the NASC Sports Event Symposium. J&J Exhibitors Service is here to help and we look forward to working with you.

Thank you for your continued support of the NASC Sports Event Symposium!

2338 South Indiana Avenue Chicago Illinois 60616
Telephone 312.225.3323 / Facsimile 312.225.9873

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NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

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GENERAL SHOW INFORMATION

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

GENERAL SHOW INFORMATION

Each 10'x10' Booth Includes
10' Wide x 10' Deep Champagne and Black Pipe and Drape Booth
8' High Champagne and Black Draped Back Wall
3' High Black Draped Side Walls
10' Wide x 10' Deep Tuxedo Tweed Booth Carpet
One (1) – 2' (w) x 6' (l) x 30" (h) Black Display Table
Four (4) Side Chairs
One (1) Wastebasket
One (1) – 7" x 44" Company ID Sign

Carpet The exhibit area is carpeted in Tuxedo Tweed.
Enhance your presence with custom booth carpet. Please see the Booth Carpet Order Form to order carpet.

Show Colors Champagne and Black

Schedule

Friday, April 10, 2015 ALL Shipments Due to the Advance Warehouse Discount Deadline Pricing
***Important Cost Saving Tip:** Save up to 30%! Complete and return all order forms prior to this date and take advantage of discounted savings!*

Monday, April 27, 2015
8:00 AM – 3:30 PM Exhibitor Move-In and Installation

Tuesday, April 28, 2015
11:15 AM – 12:45 PM Appointment Times
4:30 PM – 6:00 PM Appointment Times

Wednesday, April 29, 2015
10:15 AM – 11:45 PM Appointment Times
4:00 PM – 5:30 PM Appointment Times
5:30 PM – 6:30 PM Happy Hour in the Sports Marketplace

Thursday, April 30, 2015
9:00 AM – 10:30 AM Appointment Times
10:30 AM – 2:30 PM Exhibitor Dismantle and Move-Out*
**All exhibit materials must be dismantled, packed and a bill of lading submitted to the Exhibitor Service Center prior to 12:30 PM. Please notify your carrier to check-in with J&J by 12:30 PM on Thursday, April 30, 2015 to ensure all exhibit materials are removed from the facility.*

Official Contractor
J&J Exhibitors Service, Inc.
Telephone Number: (312) 225-3323
Fax Number: (312) 225-9873
www.jjexhibitors.com
csr@jjexhibitors.com

J&J Coordinators
Cathy Chambliss
Peggy Strocchia

METHOD OF PAYMENT ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

EXHIBITOR INFORMATION

COMPANY NAME

BOOTH NUMBER

CONTACT NAME

TITLE

ADDRESS

EMAIL ADDRESS

CITY/STATE/ZIP

MOBILE NUMBER

PHONE NUMBER

FAX NUMBER

METHOD OF PAYMENT

Please complete the information requested and return payment in full with this form and your orders. You may choose to pay by credit card or check, however, we require the **METHOD OF PAYMENT** form to accompany all orders. Orders will not be processed without payment in full.

☐ **COMPANY CHECK**
Check Number _____ *Please make one check payable to:* ***J&J EXHIBITORS SERVICE, INC.***

☐ **CREDIT CARD CHARGE AUTHORIZATION**
For your convenience, J&J will use this authorization to charge your credit card account for your advance orders, and any additional amounts incurred as a result of show site orders placed by your representatives. Please complete the information requested below:

☐ **AMERICAN EXPRESS** ☐ **MASTERCARD** ☐ **VISA**

CREDIT CARD ACCOUNT NUMBER

EXPIRATION DATE

SECURITY CODE

CARDHOLDER'S SIGNATURE

CARDHOLDER NAME (PLEASE PRINT)

CARDHOLDER BILLING ADDRESS:

CITY/STATE/ZIP

CALCULATION OF ORDERS

	TOTAL FROM EACH ORDER FORM
BOOTH ACCESSORIES	$
CARPET	$
DISPLAY RENTAL	$
CUSTOM SIGNS	$
FLORAL SERVICE	$
LABOR	$
MATERIAL HANDLING	$
OTHER	$
TOTAL PAYMENT DUE	**$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

I have read, understand and agree to all terms as described and have advised our showsite representatives accordingly.

EXHIBITOR SIGNATURE: BOOTH NUMBER:

COMPANY NAME: DATE:

PAYMENT POLICY

We offer several convenient ways for you to pay for your furniture and carpet rentals, freight, signs and other services provided by J&J Exhibitors Service, Inc. in our role as the Official Contractor of your show. Please note, a completed credit card authorization form MUST BE ON FILE with J&J Exhibitors Service, Inc. in order for us to process ANY orders, regardless of your preferred method of payment.

Payment for Services – J&J Exhibitors Service, Inc. requires payment in full at the time services are ordered. Further, J&J Exhibitors Service, Inc. requires that you provide a credit card authorization form with your initial order. For your convenience, we will use this authorization to charge your account for services, which may include labor, material handling, or any applicable charges.

Discount Prices – To qualify for discount pricing, orders must be received with payment on or before the discount price deadline(s).

Method of Payment – J&J Exhibitors Services, Inc., accepts American Express, MasterCard, Visa, check and bank wire transfer. Purchase orders are not considered payment. All payment must be made in U.S. funds drawn on a U.S. Bank. Exhibitors will be charged a $25.00 fee for returned NSF checks and a $25.00 fee for all declined credit cards. You agree to late fees up to 1.5% per month on any balance not paid at the conclusion of the event, or balance left without an appropriate credit card on file.

Third Party Billing – Each exhibiting firm is ultimately responsible for all charges incurred on its behalf. J&J Exhibitors Service, Inc. reserves the right to institute collection action against the exhibitor if the authorized third party does not pay. See the Third Party Authorization form for additional information.

Tax Exempt – If you are tax exempt in the state in which you will be exhibiting, you must provide a Sales Tax Exemption Certificate for that state. Taxes vary by location and will be added to your invoice, if you do not submit your Tax Exempt Certificate with your initial order.

Adjustments and Cancellations – No adjustments to invoices will be made after the close of the show. All orders cancelled by the Exhibitor, due to the cancellation of an event or their non-participation at an event, may be subject to cancellation fees equal to 50% - 100% of the total order based upon the status of move-in, work performed and J&J Exhibitors Service, Inc. set-up costs and expenses.

Please complete this authorization form and return it with your payment in full and your orders. You may choose to pay by credit card, check, or bank wire transfer, however, J&J Exhibitors Service, Inc., requires that your credit card charge authorization be on file. For your convenience, we will use this authorization to charge your credit card for any additional amounts ordered by your representative or services rendered to your company for this event.

If you have any questions regarding our payment policy, please call J&J Exhibitors Service at (312) 225-3323 or visit the J&J Service Desk at the show.

THIRD PARTY AUTHORIZATION FORM

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THIRD PARTY AUTHORIZATION

You may arrange for a third party to handle your display and be charged for services. J&J will agree to this arrangement if the third party has a satisfactory payment record with J&J and a credit card on file. **BOTH FIRMS** must complete this form, including **THIRD PARTY CREDIT CARD CHARGE AUTHORIZATION BELOW***. Return form by the deadline date.

"We understand and agree that we, the exhibiting firm, are ultimately responsible for payment of charges and agree to be bound by all terms and conditions as described in the Terms and Conditions section of this service manual. In the event that the named third party does not discharge payment of the invoice prior to the last day of the show, charges will revert back to the exhibiting company. All invoices are due and payable upon receipt, by either party."

EXHIBITOR'S SIGNATURE_____ **DATE**_____

***ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO *J&J EXHIBITORS SERVICE, INC.*, NAMING J&J AS AN ADDITIONAL INSURED.**

PLEASE CHECK ITEMS TO BE BILLED TO THIRD PARTY:

- ☐ ALL SERVICES
- ☐ I&D LABOR
- ☐ SIGNS
- ☐ TRANSPORTATION
- ☐ MATERIAL HANDLING/IN & OUT
- ☐ BOOTH ACCESSORIES & CARPET
- ☐ OTHER

THIRD PARTY INFORMATION

For your convenience, J&J will use this authorization to charge your credit card account for advance orders, and any additional amounts incurred as a result of orders placed on showsite by your representatives. Please complete the information requested below:

☐ **AMERICAN EXPRESS**

☐ **MASTERCARD**

☐ **VISA**

CREDIT CARD ACCOUNT NUMBER _____ EXPIRATION DATE _____

CARDHOLDER'S SIGNATURE _____ SECURITY CODE _____

CARDHOLDER NAME (PLEASE PRINT) _____

CARDHOLDER BILLING ADDRESS _____

CITY/STATE/ZIP _____

THIRD PARTY COMPANY NAME _____

THIRD PARTY BILLING ADDRESS _____

CITY/STATE/ZIP _____

PHONE _____ FAX _____

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

EXHIBITING COMPANY NAME: _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

EXHIBITOR APPOINTED CONTRACTOR FORM

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EXHIBITOR APPOINTED CONTRACTOR

A Non-Official Contractor is a company other than the official contractors listed in the exhibitor service kit which provides a service (display and installation, florist, photography, audio visual, and other related services) and requires access to your booth during installation and dismantling. If your company plans to use a firm which is not the official service contractor as designated by Show Management, this form must be completed and returned to J&J Exhibitors Service, Inc.

Inform your Exhibitor Appointed Contractor they **MUST** send a copy of their General Liability Insurance Certificate no later than 30 days prior to the first day of exhibitor move-in or they will not be permitted to service your exhibit. This Certificate of Insurance must name J&J Exhibitors Service, Inc. as an additional insured. It is the responsibility of the exhibitor to see that each representative of an Exhibitor Appointed Contractor abides by the official rules and regulations of this event.

This form must be received 30 DAYS PRIOR TO THE FIRST DAY OF EXHIBITOR MOVE-IN.

ALL EXHIBITOR APPOINTED CONTRACTORS MUST ALSO PROVIDE A CERTIFICATE OF INSURANCE TO: J&J EXHIBITORS SERVICE, INC., NAMING J&J AS AN ADDITIONAL INSURED.

EXHIBITOR'S SIGNATURE_____

DATE_____

_____
EXHIBITOR APPOINTED CONTRACTOR COMPANY NAME

_____
CONTACT

_____
STREET ADDRESS

_____
CITY/STATE/ZIP

_____ _____
PHONE FAX

_____
TYPE OF SERVICES TO BE PERFORMED

_____

_____

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

EXHIBITING COMPANY NAME: BOOTH NUMBER

CONTACT NAME PHONE DATE

F.A.Qs Frequently Asked Questions

PAYMENT

1. When do advance rates and floor rates apply?
Advance rates apply to all furnishings and services ordered prior to the Advance Order Deadline date noted in your Exhibitor Service Kit. All furnishings or services ordered after the deadline are charged at the standard rate.

2. What are acceptable forms of payment?
Acceptable forms of payment are Cash, Check, MasterCard, Visa, American Express and Cashier's Checks.

3. Do I need to pay tax on any items?
When tax is applicable, the tax rate will be noted on the order form.

4. Since I am not from the state the show is being held in, do I still need to pay tax?
Tax is applicable to all exhibitors, regardless of their residence.

5. Are prices of items daily or for the duration of the show?
Unless otherwise noted, all rental prices listed are for the duration of the show and include delivery and removal.

6. Do I have to pay in advance for services or can I bring a check to the show?
Full payment must be received for services requested before the order will be processed. If you choose to pay by check, a credit card must still be on file.

7. Can I still get advanced prices if I fax a credit card authorization form over before the show but after the advance deadline date?
To receive Advance rates, your order must be received in full (with payment) before the Advance Order Deadline date. If the credit card authorization is not submitted with the order forms, the order is not full and will not be processed until all pages are included.

8. Is a purchase order an acceptable form of payment?
No, J&J Exhibitors Service, Inc. does not accept purchase orders as a form of payment.

9. What if I overestimated freight handling charges or cancel items and are due a refund from earlier payment?
If you over estimate your freight and a refund is required, the refund will be processed immediately after the close of the show.

FURNISHINGS

1. What furnishings come with my booth?
Each tradeshow is different. Look in the General Show Information page in your Exhibitor Service Kit, which will specifically list what items are included with your booth space.

2. Can I order at show site?
Yes, floor orders are accepted at show site. Remember that payment must be received before any furnishings or services will be rendered. Please also note that choice of items or colors may be limited.

3. What if certain items I ordered are not in my booth when I get there.
All items ordered in Advance of the show should be in your booth space, at the beginning of exhibitor move-in with the exception of floral, chairs and wastebaskets. These items are not dispersed until close to show time. If other furnishings (carpet, tables) are not in your booth at the time of your arrival, please visit our Service Desk and the problem will be resolved immediately.

4. What if I get to my booth and decide I do not want an item, do I get a refund?
If you have ordered an item or a booth cleaning service such as vacuuming or porter service and later decide you do not want the item or the service there is a 100% cancellation fee for those items already delivered to the booth space or any cleaning service cancelled at show site. A 50% cancellation fee will apply if the item is cancelled less than three days prior to the scheduled move-in date. No cancellation fee will apply to a booth cleaning service ordered provided the service is cancelled prior to the scheduled move-in date. Please note that cancellation fees for all other services including booth installation labor vary. Please refer to your Exhibitor Service Kit for cancellation fees of these services.

5. What type of chairs do you rent?
Arm Chairs, Side Chairs, High Stools and many others. Please see our Booth Accessories Order form.

6. Do I need to order back drape and side drape for my booth space?
Booth space is provided with 8' back and 3' side drape. You only need to order drape if you want to change from the color provided by the Association and such change is authorized by the Association.

CARPET

1. Do I need to order carpet?
Please review your Exhibitor Service Kit.

2. What size carpet should I order for my booth?
The carpet should match the size of your booth. Traditionally, carpet is cut in 9' rolls, so carpet sizes come in 9'x10', 9'x20', etc. increments. This carpet will accommodate a 10'x10' booth fine. If you feel that you want carpet to cover your entire booth space, J&J Exhibitors Service provides special carpet sizes that are individually cut to match the size you request.

3. Do I have to order labor to install the carpet I order?
Labor is included in the rental price of the carpet.

4. Can I bring my own carpet?
Yes, you may bring your own carpet. Please contact a J&J customer service representative to ensure whether labor is required for the installation.

5. What is visqueen and do I need it?
Visqueen is a plastic covering for the carpet to protect it from tire marks or general abuse during set up. It is not required.

LABOR

1. Do I need to order labor for my booth?
Labor rules vary by city. Please review the Exhibitor Service Kit or contact a J&J customer service representative.

2. What are the differences/advantages in J&J Exhibitors Service or Exhibitor supervised labor.
Exhibitor Labor allows the exhibitor to supervise the labor of their booth, but you must be present. With our supervision, we provide a foreman to supervise the labor of the booth. It will be done at J&J Exhibitors Service's convenience but finished prior to schedule show time.

3. What if I ordered labor and no workers are in my booth at the time I indicated on my order form?
If you order labor, the labor men must be checked out at the Service Desk at the schedule time. If you are late, penalties do apply to ensure the starting and stopping times.

4. Can J&J Exhibitors Service set up my booth at other trade shows I participate in?
Yes, we would be happy to help. Please talk to a J&J customer service representative for details.

FORKLIFT/SPECIAL EQUIPMENT/SIGN HANGING

1. Do I need to order a forklift to take my shipment from the dock to my booth?
No, the material handling charge includes the unloading of your shipment to your booth.

2. When would I need to order a forklift?
During installation if you need placing or setting of your display once put into your booth.

3. What are the charges for a forklift?
The charges for a forklift vary according to the city. There is a one hour minimum charge for each usage. Please see your Exhibitor Service Kit.

4. What do I need to do to have a sign hung at show site and what are the charges?
You need to fill out the Hanging Sign Order form and return it to the vendor providing the service; please review your Exhibitor Service Kit. Please ship your hanging signs to the Advance Receiving Warehouse labeled as a "Hanging Sign".

5. What if I have special needs for machinery or equipment to be moved to my booth?
Call ahead of time and talk to the coordinator handling the show so that we can make special arrangements.

SIGNAGE/GRAPHICS

1. How will my booth ID sign read?
Your booth ID sign will have your company name and booth number on it.

2. Can I get another sign made for my booth?
You can order additional signage by using the Sign Order form.

LIMITS OF LIABILITY & RESPONSIBILITY

The placing of an order for services and/or equipment by an Exhibitor or any agent of the exhibitor shall be construed as an offer subject to acceptance and approval of J&J in its sole discretion. Upon participation in any J&J show or event, the Exhibitor and its agent shall be bound by the terms and conditions set forth in Sections 1 through 14 below. Likewise, once J&J has accepted and approved the Exhibitor's offer, any shipper consigning or delivering a shipment to J&J or its subcontractors on behalf of Exhibitor shall be bound by the terms and conditions set forth in Sections 1 through 14 below.

1. J&J Exhibitors Service and its subcontractors shall not be liable for damage, loss, or delay to uncrated freight, freight improperly packed, glass breakage or concealed damage as determined by J&J.
2. Relative to inbound shipments, there may be a lapse of time between the delivery of shipment(s) to the booth by J&J or its subcontractors and the arrival of the Exhibitor's representative at the booth. Similarly, relative to outgoing shipment(s), it is possible that there will be a lapse of time between the completion of packaging and the actual pick up of materials from the booth for loading onto a carrier. It is understood that during such times the shipment(s) will be left in the booth unattended. Therefore, it is agreed that J&J and its subcontractors shall not be liable for the loss of, disappearance of, or damage to any items left in the booth unattended at any time. Consequently, all bills of lading covering outgoing shipment(s) submitted to J&J or its subcontractors by the Exhibitor will be checked at the time of pickup from the booth and corrected where discrepancies exist.
3. J&J and its subcontractors shall not be liable for any damage incurred during the handling of materials or equipment requiring special devices to properly load, place, or reload unless 14 days advance notice has been given to J&J in time to obtain the proper equipment.
4. J&J and its subcontractors shall not be responsible for any loss, delay, or damage due to events beyond their reasonable control which cannot be avoided by the exercise of due care and prudence, including without limitation, strikes, labor, disputes, lockouts or work stoppages of any kind, fire, theft, windstorm, water vandalism, acts of God, failure of power or utilities, and other events of force nature.
5. J&J and its subcontractors shall not be liable for ordinary wear and tear in handling of materials and/or equipment.
6. J&J and its subcontractors are not insurers; i.e., J&J does not insure the Exhibitor's property against loss of damage, nor does it provide for full replacement value should loss or damage occur. Insurance, if any, shall be obtained by the Exhibitor. Amounts payable by J&J under this paragraph are based on the scope of the liability as herein set forth and are unrelated to the value of the Exhibitor's property. Provisions of this paragraph shall apply if Exhibitor's property is lost or damaged through performance or nonperformance of service by J&J, or from the negligence of J&J, its subcontractors or their respective employees. If such loss or damage occurs, the liability of J&J and its subcontractors shall be limited to a sum equal to $.30 per pound per article, with a maximum liability of $50.00 per item or $1,000.00 per shipment, whichever is less. This amount shall be considered Exhibitor's agreed-upon damages and exclusive remedy.
7. J&J and its subcontractors shall not be liable to any extent whatsoever for any indirect, special, incidental, or consequential damages, which may include, but are not limited to any actual, potential or assumed loss of profits or revenues, loss of use of equipment or products, or any collateral costs that may result from any loss or damage to Exhibitor's materials or any injury to Exhibitor's personnel which may make it impossible or impractical for Exhibitor to exhibit its materials.
8. J&J will not be bound to honor any claim or action brought against J&J or its subcontractors more than 60 days after the date of incident.
9. The Exhibitor agrees, in connection with the receipt, handling, temporary storage and reloading of its freight, that J&J and its subcontractors will provide these services as Exhibitor's agent and not as bailee or shipper. If any employee of J&J or its subcontractors sign a delivery receipt, bill of lading or other documentation, the parties agree that J&J or its subcontractor will do so as the Exhibitor's agent, and the Exhibitor accepts the responsibility thereof.
10. J&J and its subcontractors shall not be liable for shipments received without receipts, freight bills or specified unit counts on receipts or freight bills. Such shipments will be delivered to booth without guarantee of piece count or condition.
11. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the Exhibitor or its representative. It is understood that these labels are used for EMPTY STORAGE ONLY, and J&J and its subcontractors assume no responsibility or liability for loss or damage to contents while containers are in storage or for mislabeled containers.
12. In order to expedite removal of freight from the show site, J&J shall have the authority to change designated carriers, if assigned carriers do not pick up on time. Where no disposition is made by the Exhibitor, freight will be taken to a warehouse and force shipped on a carrier determined by J&J and the Exhibitor agrees to be responsible for payment of charges relating to such handling and shipping. J&J assumes no liability as a result of rerouting or handling.
13. Dry and Cold Storage – Exhibitor stores product at its own risk. J&J assumes no liability or responsibility for dry or cold storage.
14. The Exhibitor agrees, in the event of a dispute with J&J or its subcontractors related to any loss or damages to any of the Exhibitor's freight or equipment, that the Exhibitor will not withhold payment in any amount due to J&J for freight handling services or any other services provided by J&J or its subcontractors as an offset against the amount of the alleged loss or damage. Instead, the Exhibitor agrees to pay J&J prior to the close of the show for all such charges and further agrees that any claim the Exhibitor may have against J&J or its subcontractors shall be pursued independently by the Exhibitor as a completely separate transaction to be resolved on its own merits.

Be sure your freight is insured from the time it leaves your place of business until it is returned after the show. It is suggested that Exhibitors arrange all risk coverage. This can usually be done by riders to existing policies. Contact your insurance representative. Also, be sure your liability insurance is in effect during transit and return of your freight, during storage and at show site. All transit claims will be referred to the common carrier.

SAFETY FIRST

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

SAFETY IS IMPORTANT FOR EVERYONE!

J&J Exhibitors Service is committed to safety throughout our company and in the work we do. We request you make safety a part of your activities during the show. If you see something unsafe or which presents a hazard, please bring it to the attention of a J&J Exhibitors Service supervisor. By reporting unsafe or hazardous conditions, you will help make the show safer and more enjoyable for yourself and your fellow exhibitors.

Listed below you will find a list of Loss Prevention Guidelines we request you follow while at showsite. These Guidelines will enhance the overall safety of the show and help prevent injuries to you, our employees and other exhibitors. Enjoy the show and do it safely.

THANK YOU FOR YOUR COOPERATION!

LOSS PREVENTION GUIDELINES AT SHOWSITE

- Smoking is prohibited except in designated areas. Please be sure all cigarettes are fully extinguished.
- Standing on chairs, tables and other furniture is PROHIBITED. The furniture is not designed to support your standing weight. Please use your ladder.
- Forklifts and carts are to be used by authorized personnel only. Please do not operate this equipment. Ask for help.
- Be aware of the forklifts moving throughout the aisles and docks. Please steer clear of them, especially when they are carrying a crate or load.
- Never run in the exhibit hall. Please walk. Watch your step in the aisles and around the loading docks.
- Electrical wires and cords can be hazardous if frayed or stretched over a walkway. Please check all cords for damages. Secure or remove any cords where you or others are going to be walking.
- Report any fires immediately or pull the nearest fire alarm. Please keep fire exits clear.
- If you spill something or notice a spill, clean it up or report it immediately. Please do not walk away from a spill.
- Protect your valuables while on the show floor. Please keep all expensive or valuable items secured. Unattended items in booths are easy theft targets.
- Use good housekeeping. Dispose of waste properly and keep materials stacked securely.
- Please keep in mind the safety of your employees and those attending the show.

BOOTH ACCESSORIES ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

PRICE LIST

Discount Deadline Date: April 10, 2015

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
UNSKIRTED DISPLAY TABLES, 30" High				
Unskirted 2' x 4' Table	$38.25	$49.75		
Unskirted 2' x 6' Table	$53.50	$69.75		
Unskirted 2' x 8' Table	$68.75	$89.50		
SKIRTED DISPLAY TABLES, 30" High				
Skirting for Tables: White Vinyl Top and Pleated Skirt on 3 Sides				
CIRCLE SKIRT COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Table	$88.25	$114.75		
Skirted 2' x 6' Table	$103.50	$135.75		
Skirted 2' x 8' Table	$118.75	$154.50		
4th Side Skirted, Optional	$50.00	$65.00		
UNSKIRTED DISPLAY COUNTERS, 40" High				
Unskirted 2' x 4' Counter	$53.25	$69.25		
Unskirted 2' x 6' Counter	$68.50	$89.25		
Unskirted 2' x 8' Counter	$83.75	$109.00		
SKIRTED DISPLAY COUNTERS, 40" High				
Skirting for Counters: White Vinyl Top and Pleated Skirt on 3 Sides				
CIRCLE SKIRT COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
Skirted 2' x 4' Counter	$103.25	$134.25		
Skirted 2' x 6' Counter	$118.50	$154.25		
Skirted 2' x 8' Counter	$133.75	$174.00		
4th Side Skirted, Optional	$50.00	$65.00		
RISERS				
12" Wide, Draped in White Vinyl				
4' Long x 12" High - Single Tier	$45.25	$59.00		
6' Long x 12" High - Single Tier	$55.50	$72.25		
8' Long x 12" High – Single Tier	$65.75	$85.50		
SPECIALTY DRAPE				
CIRCLE DRAPE COLOR: Champagne Black Blue Burgundy Gray Hunter Green Plum Red Teal White				
3' Drape	$5.00 per Foot	$6.50 per Foot		
8' Drape	$10.00 per Foot	$13.00 per Foot		
BOOTH ACCESSORIES				
Wastebasket	$15.00	$19.50		
Aluminum Easel	$25.50	$33.25		
Glass Bubble Bowl/Candy Jar	$17.50	$22.75		
Bag Stand	$65.00	$84.50		
Chrome Stand Literature Rack	$65.00	$84.50		
22" x 28" Chrome Sign Holder	$51.00	$66.50		
4' x 8' Bulletin Board	$105.50	$137.25		
5' Chrome Coat Rack	$35.00	$45.50		
30" Round x 30" High Undressed Cocktail Table	$68.50	$89.25		
30" Round x 40" High Undressed Pedestal Table	$83.75	$109.00		
90" Round Table Cloth (Black, Ivory, Silver, White)	$25.00	$32.50		
Padded Side Chair	$30.00	$39.00		
Padded Arm Chair	$40.25	$52.50		
Padded High Stool	$50.50	$65.75		

SUBTOTAL **$**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **5.6% TAX** **$**

PAYMENT ENCLOSED **$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

BOOTH CARPET ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

PRICE LIST

Discount Deadline Date: April 10, 2015

BOOTH CARPET

Rental includes installation, front edge taping, and removal at the close of the show. Custom Cut Carpet is required for all booths larger than 8'x30' or for booths configured as an island or peninsula. All carpets ordered from J&J are installed clean for your use. You may order additional cleaning services for debris created during setup and show hours. See the Booth Cleaning Order Form.

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*	*TOTAL PRICE*
CIRCLE CARPET COLOR: Black Hunter Green Red Royal Blue Silver Gray Teal Tuxedo Tweed			
10' x 10' Booth Carpet	$130.50	$169.75	$
10' x 20' Booth Carpet	$261.00	$339.50	$
10' x 30' Booth Carpet	$391.50	$509.00	$
Custom Cut Carpet	$3.00 per Square Foot	$3.90 per Square Foot	

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	**x**	**Rate**	**=**	**Price**
Custom Cut Carpet				$	

PADDING

J&J offers added comfort to our carpet with our foam carpet padding

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*
Comfort Padding	$1.00 per Square Foot	$1.30 per Square Foot

VISQUEEN PLASTIC COVERING FOR PROTECTION

Includes installation and removal

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*
Visqueen Plastic Covering	$1.00 per Square Foot	$1.30 per Square Foot

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	**x**	**Rate**	**=**	**Price**
Comfort Padding				$	
Visqueen Plastic Covering				$	

Cancellations will be charged 50% of original price after set up begins and 100% of original price after installation.

SUBTOTAL $

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **5.6% TAX** $

PAYMENT ENCLOSED $

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

FLORAL ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

PRICE LIST

Discount Deadline Date: April 10, 2015

DESCRIPTION	DISCOUNT PRICE	STANDARD PRICE	QUANTITY	TOTAL PRICE
2 Foot Green Plants	$50.00	$65.00		
3 Foot Green Plants	$60.00	$78.00		
4 Foot Green Plants	$70.00	$91.00		
5 Foot Green Plants	$80.00	$104.00		
6 Foot Green Plants	$90.00	$117.00		
7 Foot Green Plants	$105.00	$136.50		
8 Foot Green Plants	$120.00	$156.00		
Taller plant material is available, please inquire in advance				
Potted Mums	$45.00	$58.50		
CIRCLE CHOICE OF COLOR: Bronze Lavender Yellow White				
Potted Ferns	$45.00	$58.50		
Potted Ivy	$45.00	$58.50		
Other				
Floral Arrangements	$75.00 and Up	$97.50 and Up		
Height **Width** **Color**				
Arranged Fresh Flower Bouquet	$75.00 and Up	$97.50 and Up		
Color:				

- Foliage plants and containers on rental basis only.
- Prices include: Plant Installation, Decorative Container, Professional Maintenance, and Plant Removal.
- Special plants and flowers can be obtained upon request.
- Every effort will be made to ensure your color selection, however, we reserve the right to substitute based upon availability and quality.
- Orders cancelled within 7 days of the show, will be charged at 50%. Orders cancelled on site will be charged at 100%.

SUBTOTAL $

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **5.6% TAX $**

PAYMENT ENCLOSED $

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

EXHIBIT RENTAL & PURCHASE ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

EXHIBIT RENTAL AND PURCHASE

Discount Deadline Date: April 10, 2015
Orders received after April 10, 2015 are subject to a 30% late fee.

TABLE TOP DISPLAY
40" (h) x 6' (w)

RENTAL UNIT INCLUDES	PRICE		QUANTITY	TOTAL PRICE
• Carpet • Installation & Dismantle • Material Handling Display Properties	$1,085.00	x		
PURCHASE UNIT INCLUDES • One Case • One Time Carpet Rental • One Time Installation & Dismantle • Material Handling Display Properties	$1,321.55	x		

Choose Fabric Color:
☐ Black ☐ Blue ☐ Dark Gray ☐ Silver

Choose Carpet Color:
☐ Black ☐ Hunter Green ☐ Red ☐ Royal Blue ☐ Silver Gray

Choose Table Skirting Color:
☐ Black ☐ Blue ☐ Burgundy ☐ Champagne ☐ Gray
☐ Hunter Green ☐ Plum ☐ Red ☐ Teal ☐ White

FLOOR DISPLAY
8' (h) x 10' (w)

RENTAL UNIT INCLUDES	PRICE		QUANTITY	TOTAL PRICE
• Carpet • Installation & Dismantle • Material Handling Display Properties • Two -200 Watt Halogen Lights	$2,023.95	x		
PURCHASE UNIT INCLUDES • Two Cases • One Time Carpet Rental • One Time Installation & Dismantle • Material Handling Display Properties • Two – 200 Watt Halogen Lights	$3,283.30	x		

Choose Fabric Color:
☐ Black ☐ Blue ☐ Dark Gray ☐ Silver

Choose Carpet Color:
☐ Black ☐ Hunter Green ☐ Red ☐ Royal Blue ☐ Silver Grey

CUSTOM GRAPHIC PANELS

☐ Custom graphics can enhance your exhibit appearance. Please check the box to have a J&J Representative contact you to assist in creating custom graphics.

CUSTOM EXHIBITS

☐ **Looking for something different? Please check the box to have a J&J Representative contact you to create a custom exhibit that fits your space, budget and vision.**

SUBTOTAL $
5.6% TAX $
PAYMENT ENCLOSED $

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

TRADESHOW ACCESSORIES ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

TRADESHOW ACCESSORIES

Discount Deadline Date: April 10, 2015
Orders received after April 10, 2015 are subject to a 30% late fee.

BANNER STAND

The super affordable retractable banner stand was designed with price in mind and is quick and simple to erect. The banner stand combines elegance with excellent value. Soft carry case included.

Viewable print size: 31.5"w x 83.25"h

BANNER STAND

DESCRIPTION	PRICE		QUANTITY	TOTAL PRICE
Hardware Price; including Printed Curl-Free Vinyl Graphics	$385.00*	X		
SUBTOTAL				

*Prices do not include artwork. J&J Exhibitors Service offers full graphic design services tailored to your needs. Have us create a new design from scratch or polish off an existing design. Contact us today!

8’ TABLE COVER

Set yourself apart with our full color imprinted table throw which fits over any 8' standard table. This economy throw is 3 sided leaving the back open for easy access to below table storage. Imprint on front, top and sides at no added cost. Flame retardant, premium polyester fabric. Machine washable and wrinkle resistant.

8’ TABLE COVER

DESCRIPTION	PRICE		QUANTITY	TOTAL PRICE
8’ Table Cover	$320.00*	X		
SUBTOTAL				

SUBTOTAL $
5.6% TAX $
PAYMENT ENCLOSED $

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

SIGNS AND GRAPHICS ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

PRICE LIST

Discount Deadline Date: April 10, 2015

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*	*QUANTITY*	*TOTAL PRICE*
CHOOSE YOUR SIZE:				
Signs are based on one color copy, white card stock and 10 words or less per sign				
7" x 11"	$39.50	$54.00		
7" x 44"	$47.50	$71.25		
11" x 14"	$41.00	$64.00		
14" x 22"	$55.00	$82.50		
22" x 28"	$77.25	$110.75		
28" x 44"	$119.00	$168.50		
40" x 60"	$174.00	$231.00		
Other				
OPTIONAL SERVICE:				
Over 10 words	$2.25 per word	$2.75 per word		
Colored card stock	*Quoted upon request*			
Change in color of copy	$7.15 per change	$9.35 per change		
Easel back on sign	$5.75	$10.75		
Weather Protection	$13.25	$26.00		
Logo Sign	*Quoted upon request*			
Banner	*Quoted upon request*			

INDICATE YOUR SIGN COPY:

Please print. Attach a layout to this form if necessary:

CHOOSE YOUR STYLE AND COLOR:

Vertical ☐ **Horizontal** ☐ **Use Your Judgment For Sign Layout** ☐

Lettering Color: _____

Background Color: _____

- Please allow 24 Hours to deliver show-site orders.
- Orders received without payment cannot be processed.
- No refunds will be made on signs after order has been processed.
- For custom work and quotation, please contact your J&J Show Coordinator at (312) 225-3323.

SUBTOTAL $ _____

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS** **5.6% TAX $** _____

PAYMENT ENCLOSED $ _____

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

J&J Exhibitors Service

Your AV. Delivered and show-ready.

An Audiovisual Partner You Can Rely On

When it's your brand on the line you need an audiovisual partner you can trust. You need the right people, the right equipment and the latest technology…at a price that fits your budget. That's J&J Exhibitors Service. From full production consulting to equipment rental for events and trade shows of any size, we have the expertise to create audiovisual experiences that set your brand apart.

Your expert J&J team can design, install, and produce any event including audiovisual for association events, convention services, corporate meetings, product launches, trade shows and training services. Our team of trained technical directors, engineers, cameramen, lighting directors, electricians and stage hands knows their role in ensuring flawless execution. We make it easy – from the pre-planning stage to on-site support and prompt, detailed billing after the event. It's that simple. And it's why our customers trust us year after year with a 98% rate of repeat business.

Show Floor Audiovisual

Exhibitors count on J&J for their audiovisual and computer equipment for trade shows, conventions, and association events. We work with both individual exhibitors and exhibit design companies to flawlessly present brands on the show floor. We provide booth design and consultation, equipment rental, technical support and much more.

Event Production

Our technical directors help create exceptional corporate presentations and special events with the latest technology and expert staff that includes audio engineers, video engineers, cameramen, lighting directors, master electricians, staging technicians and project managers.

Meetings & Convention Services

The J&J team works closely with meeting and event organizers to support major corporate and association events. From site inspection and pre-planning to equipment specification and on-site event supervision, J&J can help make your event's audiovisual turnkey and worry free for you, your exhibitors and event participants.

Contact us today at 312-225-3323.

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjexhibitors.com

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J&J Exhibitors Service is a WBE-certified business.

AUDIO/VISUAL ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

VIDEO EQUIPMENT PRICE LIST

Discount Deadline Date: April 10, 2015

DESCRIPTION	*ADVANCE DAILY RATE*	*STANDARD DAILY RATE*	*QUANTITY*	*DAYS*	*TOTAL*
DVD Player	$100.00	$130.00			

FLAT SCREEN DISPLAYS PRICE LIST

DESCRIPTION	*ADVANCE DAILY RATE*	*STANDARD DAILY RATE*	*QUANTITY*	*DAYS*	*TOTAL*
20" Multi-Sync Flat Screen	$175.00	$227.50			
32" Multi-Sync Flat Screen	$340.00	$442.00			
42" Multi-Sync Flat Screen*	$450.00	$585.00			
52" Multi-Sync Flat Screen*	$600.00	$780.00			
60" Multi-Sync Flat Screen*	$1,470.00	$1,911.00			
70" Multi-Sync Flat Screen*	*Call for quote*	*Call for quote*			
Plasma Stand	$150.00	$195.00			
Plasma Stand Shelf	$30.00	$39.00			

**Requires one hour of labor at $89.50 for set-up/strike of plasma monitors.*

DELIVERY / PICK UP INFORMATION

*Delivery Date: _____ Approximate Arrival Time: _____

*Exhibitor must be present to sign for order at time of delivery. Please contact the Exhibitor Service Desk for delivery. You must notify our representative that you are at your booth and have electrical power in place. Union Electricians will deliver in the order that requests are received. J&J Exhibitors Service is unable to guarantee a delivery time.

*Pick-up Date: _____

*Exhibitor is responsible for equipment until a J&J Exhibitors Service representative picks it up. Pick-up will be at the close of the show unless otherwise specified. No removal of equipment will take place during show hours.

LIMITS OF LIABILITY AND RESPONSIBILITY

1. Cancellation: in the event Lessee cancels this order, Lessee will be charges a cancellation fee equal to 10% of one day's rental of the subject equipment. Cancellation made within 48 hours of the delivery date will be charged a cancellation fee equal to one day's rental plus handling charges.
2. Risk of Loss: Equipment rental is the responsibility of Lessee. Any equipment, which is lost, damaged, or stolen while in Lessee's care or possession will result in Lessee being charges for replacement cost, labor or parts for repair, as the case may be.
3. Insurance for the subject equipment is Lessee's responsibility.
4. On location set-up and take-down by required union labor is not included in the equipment rental price.
5. Payment tendered for the specified equipment with this reservation form is an estimate only and any changes in equipment requirements and any labor charges will affect this estimate. Lessee is responsible for all charges.
6. It is the responsibility of the exhibitor to advise a J&J Exhibitors Service representative of any problems with their order at show site. Absolutely no credits will be issued after show closing.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

EQUIPMENT SUBTOTAL	**$**
22% SERVICE CHARGE	**$**
5.6% TAX	**$**
PAYMENT ENCLOSED	**$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

J&J Exhibitors Service

Your exhibit. Delivered and show-ready.

Worry-free Exhibiting with I&D from J&J

When you're on the show floor your focus should be on connecting with attendees, not the details of your trade show exhibit. When you entrust your exhibit installation and dismantle to J&J Exhibitors Service, we'll handle every aspect of your exhibit from move-in to the last crate off the floor. Our expert team and comprehensive management can make this aspect of exhibiting worry free. J&J Exhibitors Service's talented team can also help you create an attention-grabbing exhibit from a portable rental to custom build.

Across the nation, J&J is there to handle every aspect of your program. From managing your exhibit property to working with show services to complete your orders, we will ensure all details are completed before show open.

Let J&J Exhibitors Service provide you with expert and reliable service for one show or your annual schedule. Our services include:

- Turnkey program management
- Comprehensive show floor supervision
- Experienced labor for booth install and dismantle
- Custom built and portable rental exhibits
- Graphic design and production
- Dedicated account executive and management team
- Show service ordering and management
- Local and nationwide transportation
- Storage and warehousing

Exhibiting at a trade show is a significant investment. Make sure every last detail is executed to perfection. Choose J&J Exhibitors Service as your I&D partner.

Contact us today at 312-225-3323.

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjexhibitors.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Exhibitors Service is a WBE-certified business.

DISPLAY LABOR ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

HOURLY RATES AND INFORMATION

Discount Deadline Date: April 10, 2015

HOURLY RATES FOR DISPLAY LABOR

	Description	Discount Rate	Standard Rate
Straight Time	Monday through Friday between 8:00 AM and 4:30 PM	$77.50 per Hour	$100.75 per Hour
Overtime	Monday through Friday before 8:00 AM and after 4:30 PM All Day Saturday	$116.25 per Hour	$151.25 per Hour
Double Time	All Day Sunday	$155.00 per Hour	$201.50 per Hour

- One (1) hour minimum per worker. Labor thereafter is charged in half (½) hour increments.
- Start time guaranteed only when labor is requested for the start of the workday.
- Exhibitor must check in at J&J Service Desk to pick up labor personnel as ordered.
- Labor must be canceled in writing, 24 hours in advance to avoid a one (1) hour cancellation fee per worker.
- A one hour "no show" charge will be applied if exhibitor fails to pick up labor personnel as ordered.
- Gratuities in any form, including cash, gifts, or labor hours for work not actually performed are prohibited by J&J.

INSTALLATION LABOR

☐ **J&J Supervised Labor** – *Please complete the reverse side of this form*
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								$

J&J Supervision add 30% ($50.00 Minimum) $

Total Installation **$**

DISMANTLE LABOR

☐ **J&J Supervised Labor** – *Please complete the reverse side of this form*
A 30% ($50.00 minimum) surcharge will be added to the labor rates above for this professional supervision

☐ **Exhibitor Supervised Labor**

Date	Time	No. of People	x	Approx. Hours Per Person	=	Hourly Rate	=	Total
								$

J&J Supervision add 30% ($50.00 Minimum) $

Total Installation **$**

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED **$**

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

Please complete this form only if J&J is supervising the labor for your booth and you will not be present to supervise the installation and/or dismantle.

INBOUND SHIPPING INFORMATION

Carrier _____ Carrier Phone Number _____

Carrier Pro Number _____

Shipped To: ☐ Warehouse ☐ Show Site Date Shipped _____

Total Number of: Crates: _____ Fiber Cases: _____ Cartons: _____ Other (Specify): _____

SET UP INFORMATION

Set up Plan/Photo: ☐ Attached ☐ To Be Sent ☐ With Exhibit ☐ In Crate Number _____

Carpet: ☐ With Exhibit ☐ Rental from J&J Carpet Color _____ Carpet Size _____

Graphics: ☐ With Exhibit ☐ Shipped Separately

Special Tools/Hardware Required: _____

_____

_____

OUTBOUND SHIPPING INFORMATION

Ship to: _____

_____

_____

Contact Name: _____

Telephone Number: _____

Method: ☐ Common Carrier ☐ Air Freight ☐ Van Line ☐ Other (Specify)

Carrier (If known) _____

PLEASE NOTE: The exhibitor is responsible for contacting the carrier of their choice

Freight Charges: ☐ Prepaid ☐ Bill to: _____

☐ Collect _____

_____

Please note: J&J will not be responsible for product or literature that is not properly packed and labeled by exhibitor personnel.

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

BOOTH CLEANING ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

BOOTH CLEANING SERVICES
Deadline Discount Date: April 10, 2015

General vacuuming of the show floor aisles is provided. However, cleaning of your exhibit area is not included in your exhibit space rental. To ensure your booth is show ready, specify your requirements below. Please contact your J&J show coordinator with any special needs.

DESCRIPTION	*DISCOUNT PRICE*	*STANDARD PRICE*
Vacuuming, Includes emptying your wastebasket nightly		
☐ Daily	$0.35 per square foot	$0.50 per square foot
☐ Before show opens only	$0.45 per square foot	$0.60 per square foot
Shampooing		
☐ Before show opens only	$0.75 per square foot	$1.00 per square foot
Mopping and Waxing		
☐ We will require mopping and waxing. Please call for quote		

Cost of vacuuming and shampooing will be invoiced based on the total area of your booth, 100 square feet minimum

Booth Dimensions _____ **x** _____ **=** _____ **Total Square Feet**

	Total Square Feet	**x Rate**	**x Number of Days**	**= Price**
Vacuuming				$
Shampooing				$

Porter Service **Porter Service Price:** $ _____

☐ We will require porter services. Please call for quote

J&J will empty wastebaskets, booth wipe down and maintain your exhibit area at two hour intervals, during show hours for the duration of the show at the hourly rates indicated below. Vacuuming not included

Porter Service Description:

_____

_____

_____

_____

HOURLY RATES FOR PORTER SERVICE

Straight Time	Weekdays Between 8:00 AM and 4:30 PM	$45.75 per person per hour
Overtime	Weekdays Before 8:00 AM and after 4:30 PM All day Saturday and Sunday *(4 Hour Daily Minimum)*	$68.75 per person per hour

To avoid a misunderstanding regarding any cleaning service, please bring any discrepancies to our attention at the service desk. J&J will be unable to adjust invoices after the close of the show.

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**

PAYMENT ENCLOSED $ _____

RETURN TO: J&J Exhibitors Service, Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY BOOTH NUMBER

CONTACT NAME PHONE DATE

J&J Motor Service

Your freight. Delivered and show-ready.

J&J Motor Service is a full-service transportation company offering specialized freight services and time-definite pick-ups and deliveries throughout the United States and Canada. With more than 80 years of industry experience, we are the original trade show carrier. Our clients call us a partner you can trust to deliver.

J&J Motor Service has an outstanding reputation and a team that stands above the rest with our professional experience and focus on customer service. Family owned and operated, we offer competitive rates and guarantee our work.

Let J&J Motor Service deliver for you:

- On-time pick ups and on-target deliveries
- Extensive material handling/warehousing
- Custom crating, skidding, pad wrapping and specialized handling
- Professional service and experienced, industry drivers and representatives
- Show to show caravans
- Preferred carrier status
- Expedited freight capabilities
- Competitive rates and guaranteed service
- Specialized trailers and equipment
- Show site representatives providing valuable on-site assistance
- Nationwide capabilities as agents of Specialized Transportation, Inc. (STI)

Contact us today at 312-225-3323.

Trade show transportation requires a partner that knows the challenges of convention center deliveries so that you can rest assured your show or event properties arrive on time and within budget.

Whether it's one time service or a full calendar of events, you can count on J&J Motor Service to deliver for you

80 PLUS Over 80 years of serving the tradeshow industry.

www.jjmotor.com

2338 South Indiana Avenue
Chicago, IL 60616
312-225-3323 | Phone
312-225-9873 | Fax

J&J Motor Service is a WBE-certified business.

J&J Motor Service
The Original Tradeshow Carrier

SHIPPING ESTIMATE REQUEST FORM

Please fill out the form and we will prepare a quote!

PICK UP INFORMATION
Requested Pick up Date and Time:
Shipper Name:
Shipper Address:
Shipper City, State and Zip:
Shipper Contact Name:
Shipper Contact Telephone Number:

DESTINATION INFORMATION
Requested Delivery Date and Time:
Destination Name:
Destination Address:
Destination City, State and Zip:
Destination Contact Name:
Destination Contact Telephone Number:

SHIPMENT INFORMATION
Number of Pieces:
Total Weight in Pounds::
Total Space Weight:
Individual Dimensions:
Exclusive/Dedicated Truckload:

Special Instructions:

CONTACT INFORMATION
Contact Name:
Company Name:
Telephone Number:
Fax Number:
Email Address:

A logistics coordinator will call to confirm receipt of your request and discuss your shipping needs!
Please fax or email this completed form to:

2338 South Indiana Avenue Chicago Illinois 60616
Telephone 312.225.3323 / Facsimile 312.225.9873 / Email: info@jjmotor.com

MATERIAL HANDLING INFORMATION

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

FREIGHT HANDLING SERVICES

J&J Exhibitors Service is prepared to receive your shipment either in advance at our local warehouse or directly at the exhibit site. You may ship via the carrier of your choice.

Rates are based on the incoming weight of the shipments. For rates and arrival information, see the Material Handling Order Form. J&J must have payment before forwarding freight.

All orders are governed by the J&J Payment Policy and Limits of Liability and Responsibility.

ADVANCED SHIPMENTS TO THE WAREHOUSE

J&J Exhibitors Service, as the exclusive drayage contractor, will receive crated, boxed or skidded materials at the warehouse up to 30 days prior to show move in. Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

The warehouse will receive shipments Monday through Friday during the hours of 8:00 AM to 2:00 PM

Rates Include

- Receiving at J&J Warehouse
- Reloading onto trucks and deliver to the exhibit site
- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For advanced shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
NASC SPORTS EVENT SYMPOSIUM
J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13th STREET
MILWAUKEE, WI 53221

Last day for shipments to arrive at the advance warehouse without surcharge: **BY FRIDAY, APRIL 10, 2015**

DIRECT SHIPMENTS TO EXHIBIT SITE

Shipments can arrive for unloading and delivery to your booth **ONLY DURING SCHEDULED EXHIBITOR MOVE-IN PERIOD.** Shipments must be sent with freight charges PREPAID. **COLLECT SHIPMENTS CANNOT BE ACCEPTED.**

Rates Include

- Unloading freight and delivery to your booth
- Picking up, storing, and returning empty shipping containers
- Reloading freight for return to your specified destination

For direct shipments, label each piece and address all shipment documents/bills of lading as follows:

NAME OF EXHIBITING COMPANY
YOUR BOOTH NUMBER
NASC SPORTS EVENT SYMPOSIUM
J&J EXHIBITORS SERVICE, INC.
C/O WISCONSIN CENTER
EXHIBIT HALL A
400 WISCONSIN AVENUE
MILWAUKEE, WI 53203

ONLY day for shipments to arrive direct to the exhibit site: **MONDAY, APRIL 27, 2015 between 8:00 AM and 4:30 PM**

RETURN TO WAREHOUSE (OPTIONAL)

After the show, J&J Exhibitors Service can:

- Deliver freight to the warehouse
- Store Freight
- Reload freight on outbound carriers to ship to your specified destination

BILL OF LADING

All shipments must have a bill of lading or delivery slip showing the number of pieces, type of merchandise and weight. A copy should be mailed with the enclosed "MATERIAL HANDLING SERVICE AND RATES" order form. Shipments received without freight bills, or specified unit counts on receipts, will be delivered to exhibitor's booth without guarantee of piece count or condition.

For the safety of your shipment, small package shipments should be sent to the advance warehouse.

EMPTY CONTAINER HANDLING AND STORAGE

Due to Fire Marshall regulations, empty containers cannot be stored in your booth during the show. Empty containers will be removed from your booth, placed in storage and returned to your booth at close of the Show. Empty container labels will be available at the J&J Service Desk. Affixing the labels is the sole responsibility of the exhibitor or his representative. J&J Exhibitors Service assumes no responsibility for removal of containers with old empty labels, improper information on empty labels or valuables stored in containers removed for storage.

OUTBOUND SHIPPING AND HANDLING

Outbound materials will be moved from booth to dock and reloaded on designated vehicles. To assist you with arrangements for outbound shipments, J&J Exhibitors Service will have a Service Desk where labels, Bills of Lading and shipping information will be available.

When materials are labeled, packed and ready to be shipped, completed Bills of Lading should be turned into the J&J Service Desk.

In order to expedite removal of materials, J&J Exhibitors Service reserves the right to change designated carriers, if such carriers fail to pick up or refuse to accept shipments. Where no disposition is made, materials will be returned to the warehouse to await shipping instructions from exhibiting company and will be charged accordingly.

INSURANCE

Be sure your materials are insured from the time they leave your facility until they are returned after the show. It is suggested that exhibitors arrange all-risk coverage. This can be done by "riders" to existing policies.

All materials handled by J&J Exhibitors Service are subject to our "Terms and Conditions" and are governed by our Payment Policy.

MATERIAL HANDLING CHARGES

Please refer to our enclosed "MATERIAL HANDLING SERVICE AND RATES" form. Rates are based on incoming weight only, whether the services are used completely or in part. The weight is rounded up to the next hundred pounds and is taken from the inbound bill of lading.

Freight handling charges are the responsibility of the exhibiting company for whom materials have been received and handled. The exhibiting company may not assign this responsibility to suppliers or customers.

MATERIAL HANDLING ORDER FORM

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

ADVANCED SHIPMENTS TO THE WAREHOUSE

Includes shipments received at the warehouse, delivered to the convention center, and unloaded at the dock and delivered to the booth with no additional handling required.

Warehouse Rate, received on or before Friday, April 10, 2015
A 30% ($50.00 minimum) late to warehouse surcharge will apply *if*
- Freight is received after Friday, April 10, 2015

ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment		Estimated Charges
_____	X	**$63.25**	**$126.50**	=	$ _____

SMALL PACKAGE TO THE WAREHOUSE

A small package shipment is a shipment totaling any number of pieces with a combined weight not to exceed 30 pounds that is received on the same day, from the same shipper and delivered by the same carrier.

Warehouse Rate, received on or before Friday, April 10, 2015
- Freight received after Friday, April 10, 2015 will be assessed standard rates.

ROUND TRIP RATES, PER SHIPMENT.

Number of Packages		First Carton	Additional Carton		Estimated Charges
_____	X	**$50.00**	**$25.00**	=	$ _____

DIRECT SHIPMENTS TO THE EXHIBIT SITE

CRATED AND/OR SKIDDED SHIPMENTS
Includes shipments unloaded at the dock and delivered to your booth with no additional handling required.

Direct Rates, received ONLY on Monday, April 27, 2015 between 8:00 AM and 4:30 PM
ROUND TRIP RATES, PER SHIPMENT.

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment		Estimated Charges
_____	X	**$78.25**	**$156.50**	=	$ _____

RETURN TO WAREHOUSE

Shipment Weight (Round up to the next 100 Lbs.)		Rate/100 Lbs.	Minimum Shipment		Estimated Charges
_____	X	**$25.00**	**$250.00**	=	$ _____

***METHOD OF PAYMENT FORM MUST ACCOMPANY ALL ORDER FORMS**
We understand that your calculation is only an estimate. Invoicing will be done from the actual weight.

PAYMENT ENCLOSED $ _____

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 Phone (312) 225-3323 I Fax (312) 225-9873 csr@jjexhibitors.com www.jjexhibitors.com

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL - RUSH

DIRECT-TO-DOCK SHIPMENTS

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O WISCONSIN CENTER
EXHIBIT HALL A
400 WEST WISCONSIN AVENUE
MILWAUKEE, WI 53203

DELIVER ONLY ON APRIL 27, 2015

EXHIBIT MATERIAL - RUSH

DIRECT-TO-DOCK SHIPMENTS

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O WISCONSIN CENTER
EXHIBIT HALL A
400 WEST WISCONSIN AVENUE
MILWAUKEE, WI 53203

DELIVER ONLY ON APRIL 27, 2015

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J&J EXHIBITORS SERVICE, INC.
C/O WISCONSIN CENTER
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MILWAUKEE, WI 53203

DELIVER ONLY ON APRIL 27, 2015

EXHIBIT MATERIAL - RUSH

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BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O WISCONSIN CENTER
EXHIBIT HALL A
400 WEST WISCONSIN AVENUE
MILWAUKEE, WI 53203

DELIVER ONLY ON APRIL 27, 2015

EXHIBIT MATERIAL - RUSH

ADVANCE SHIPMENTS ONLY

TO:_____
NAME OF EXHIBITOR

BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM
HANGING OVERHEAD SIGN

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

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BOOTH NO:_____

NASC SPORTS EVENT SYMPOSIUM
HANGING OVERHEAD SIGN

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J&J EXHIBITORS SERVICE, INC.
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4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL – RUSH

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NASC SPORTS EVENT SYMPOSIUM
HANGING OVERHEAD SIGN

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J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

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HANGING OVERHEAD SIGN

HOLD FOR STORAGE

J&J EXHIBITORS SERVICE, INC.
C/O UPS FREIGHT
4924 SOUTH 13TH STREET
MILWAUKEE, WI 53221

DELIVER BY APRIL 10, 2015

EXHIBIT MATERIAL – RUSH

OUTBOUND SHIPPING

NASC Sports Event Symposium
Wisconsin Center
April 27-30, 2015

PRE-PRINTED MATERIAL HANDLING AGREEMENT AND OUTBOUND LABELS REQUEST

Every outbound shipment requires a Material Handling Agreement and shipping labels. We would be happy to prepare this paperwork for you in advance and will deliver them to your booth at show site to review and sign. To take advantage of this service, please complete and return this form prior to **Friday, April 10, 2015**.

SHIPPING INFORMATION

FROM:

Shipper/Exhibitor Name: _____
Billing Address: _____
City: _____ State: _____ Zip Code: _____

SHIP TO:

Company Name: _____
Billing Address: _____
_____
City: _____ State: _____ Zip Code: _____
Attention: _____ Telephone Number: _____
Special Instructions: _____

METHOD OF SHIPMENT

Please check the desired method of shipment below

J&J TRANSPORTATION SERVICE

- ☐ Expedited Delivery
- ☐ Standard Ground Service
- ☐ Specialized: Pad wrapped, uncrated or truckload

- ☐ Other Carrier
  Carrier Name: _____
  Carrier Telephone Number: _____

DESIRED NUMBERS OF LABELS: _____

One your shipment is packed and ready to be picked up, please return the Material Handling Agreement to the J&J Exhibitors Service Desk. Verify the piece count, weight and that a signature is on the Material Handling Agreement prior to shipping.

SHIPMENTS WITHOUT PAPERWORK TURNED IN WILL BE REROUTED AT THE EXHIBITOR'S EXPENSE.

J&J Exhibitors Service will make arrangements for all J&J Transportation shipments. If you plan to use an alternate freight carrier, you are responsible for making arrangements with your carrier.

J&J Exhibitors Service does not accept responsibility for any exhibitor property left on the show floor unattended at any time for any reason.

Measure of Damage: If found liable for any loss, J&J Exhibitors Service's sole and exclusive maximum liability for loss or damage to Exhibitor's goods is limited to $.30 per pound per article with a maximum liability of $50.00 per item, or $1,000.00 per shipment, whichever is less.

RETURN TO: J&J Exhibitors Service , Inc. 2338 South Indiana Avenue Chicago, IL 60616 csr@jjexhibitors.com
Phone (312) 225-3323 I Fax (312) 225-9873 www.jjexhibitors.com

COMPANY _____ BOOTH NUMBER _____

CONTACT NAME _____ PHONE _____ DATE _____

TRADE SHOW FURNISHINGS 2015

Product Catalog

© 2015 CORT. A Berkshire Hathaway Company.

PREMIER COLLECTIONS

SEE INDIVIDUAL CATEGORIES FOR DETAILED PRODUCT INFORMATION

ROMA

CHR003

SFA003

MIRABEL

CHR001

SFA001

ALLEGRO

CHR002

SFA002

KEY WEST

OCB

LSM

SOM

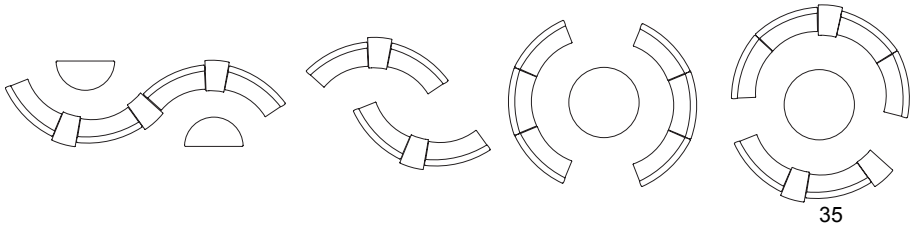
SOUTH BEACH

OTS

SO1

SO2

Suggested Uses of South Beach



TANGIERS

TANCHR

TANSOF

NAPLES

NPLCHR

NPLLOV

NPLSOF

HEATHROW

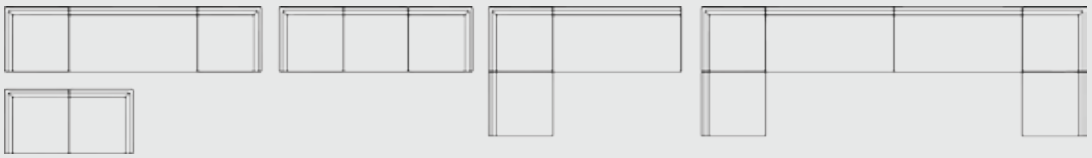
HS008

HC008

HEA08

HCH08

Suggested Uses of Heathrow



SOFAS & SECTIONALS

HEA08

SO1

SFA001

SFA002

NPLSOF

TANSOF

SOM

SFA003

HS008

SO2

LOVESEATS

LSM

NPLLOV

SOFAS & SECTIONALS

HEA08 Heathrow Sofa
Black Vinyl
48"L 24"D 28"H

SO1 South Beach Sofa
Platinum Suede
69"L 29"D 33"H

SFA001 Mirabel Sofa
Brown Leather
76"L 35"D 32"H

SFA002 Allegro
Blue Fabric
73"L 34.5"D 30"H

NPLSOF Naples Sofa
Black Vinyl
87"L 30"D 28"H

TANSOF Tangiers Sofa
Beige Textured
78"L 37"D 36"H

SOM Key West Sofa
Black
85"L 35"D 33"H

SFA003 Roma
White Vinyl
78"L 31"D 33"H

HS008 Heathrow 3 pc. Sectional
Black Vinyl
72"L 48"D 28"H

SO2 South Beach 3 pc. Sectional
Platinum Suede
152"L 40"D 33"H

LOVESEATS

LSM Key West Loveseat
Black
57"L 35"D 33"H

NPLLOV Naples Loveseat
Black Vinyl
62"L 30"D 28"H

CLUB CHAIRS

CHR003

CHR001

CHR002

NPLCHR

TANCHR

OCB

HCH08

HC008

OCCASIONAL CHAIRS

SWAN

OCA

OCH

BCW

CCE

LABREA

MADGRY

MEETING CHAIRS

OCMESP

OCMTAU

CLUB CHAIRS

CHR003 Roma Chair
White Vinyl
37"L 31"D 33"H

CHR001 Mirabel Chair
Brown Leather
36"L 35"D 32"H

CHR002 Allegro Chair
Blue Fabric
36"L 34.5"D 30"H

NPLCHR Naples Chair
Black Vinyl
36"L 30"D 28"H

TANCHR Tangiers Chair
Beige Textured
34"L 37"D 36"H

OCB Key West Tub Chair
Black
31"L 31"D 31"H

HCH08 Heathrow Chair
Black Vinyl
24"L 24"D 28"H

HC008 Heathrow Corner Chair
Black Vinyl
24"L 24"D 28"H

OCCASIONAL CHAIRS

SWAN Swanson Swivel Chair
White Vinyl
28"L 25"D 18"H

OCA T-Vac Chair
Translucent, Chrome
25"L 23"D 30"H

OCH Madrid Chair
Black Leather
30"L 30"D 31"H

BCW Madrid Chair
White Leather
30"L 30"D 31"H

CCE Ice Chair
Transparent, Chrome
17.25"L 20"D 32"H

LABREA La Brea Swivel Chair
Charcoal Gray, Fabric
35"L 27"D 40"H

MADGRY Madden Arm Chair
Light Gray, Vinyl
27"L 32"D 33"H

MEETING CHAIRS

OCMESP Meeting Chair
Espresso Leather
25.5"L 23.5"D 34"H

OCMTAU Meeting Chair
Taupe Fabric
25.5"L 23.5"D 34"H

OTTOMANS

BNO08

BN075

END02B

END02W

SAL

OSC

OTH

PUZ2SW

CUBL20

VIB05

VIB06

VIB07

VIB08

VIB01

VIB02

VIB03

VIB04

OTS

OTK

OTL

CCB

CCW

OTTOMANS

BNO08 Bench Ottoman
Black Vinyl
60"L 20"D 18"H

BNO75 Bench Ottoman
White Vinyl
60"L 20"D 18"H

END02B Endless Square Ottoman
Black
34"L 34"D 15"H

END02W Endless Square Ottoman
White
34"L 34"D 15"H

SAL Sally Stool
White
12" Round 17"H

OSC Milano Cube
White Leather
17"L 17"D 18"H

OTH Milano Cube
Black Leather
17"L 17"D 18"H

PUZ2SW Puzzle Bench Ottoman
White
48"L 24"D 18"H

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

Vibe Cube Ottoman
Waterproof
18"L 18"D 18"H
VIB05 Yellow Vinyl
VIB06 Gold/Bronze Vinyl
VIB07 Beige Vinyl
VIB08 Orange Vinyl
VIB01 Green Vinyl
VIB02 Blue Vinyl
VIB03 Pink Vinyl
VIB04 Red Vinyl

OTS South Beach Wedge Ottoman
Platinum Suede
25"L 31"D 18"H

OTK Half Round Ottoman
Black Leather
72"L 36"D 17"H

OTL Half Round Ottoman
White Leather
72"L 36"D 17"H

CCB Circle Ottoman
Black Leather
72"L 72"D 17"H

CCW Circle Ottoman
White Leather
72"L 72"D 17"H

CCZ Circle Ottoman
Black, White Leather
72"L 72"D 17"H

GROUP SEATING

RSTDIN

DUET

CS8

CS9

SC4

SC1

XCHR

SC9

SC10

CH002

SCF

SCC

SCE

SCD

SC8

SC3

XC3

XC6

CO4

GROUP SEATING

RSTDIN Rustique Chair with arms
Gunmetal
20"L 18"D 31"H

DUET Duet Chair
Black, Chrome
21"L 23"D 33"H

CS8 Berlin Chair
Black
18"L 22"D 32"H

CS9 Berlin Chair
Red
18"L 22"D 32"H

SC4 Jetson Chair
Black
19"L 18"D 31"H

SC1 New York Chair
Black, Maple
18"L 17"D 34"H

XCHR Christopher Chair
White Vinyl, Chrome
17"L 19"D 35"H

SC9 Panton Chair
White
20"L 24"D 33"H

SC10 Razor Chair
White
15.38"L 15.5"D 30.5"H

CH002 Wendy Chair
Clear Acrylic
15"L 20"D 36"H

SCF Fusion Chair
Black, White
19"L 21"D 32"H

SCC Fusion Chair
Clear, White
19"L 21"D 32"H

SCE Fusion Chair
Red, White
19"L 21"D 32"H

SCD Fusion Chair
Green, White
19"L 21"D 32"H

SC8 Flex Chair with wheels
24"L 22"D 31"H

SC3 Brewer Chair
Onyx, Black
20"L 20"D 32"H

XC3 Luxor Guest Chair
Black Leather
27"L 28"D 40"H

XC6 Altura Guest Chair
Black Crepe
25"L 20"D 34"H

CO4 Iso Mesh Chair
Black
26"L 24"D 38"H

COCKTAIL TABLES

COLI

C1E

C1D

C1K

C1F

C1C

C1W

C1Y

SIDE AND END TABLES

TMBTBL

NEMSAC

ETBL

AURA

EOLI

E1E

E1D

E1K

E1F

E1C

CDYTB

E1W

E1Y

CUBTBL

COCKTAIL TABLES

COLI Oliver Cocktail Table
Walnut Finish
47"L 27"D 19"H

C1E Silverado Cocktail Table
Glass, Chrome
36" Round 17"H

C1D Soho Cocktail Table
Espresso, Metal
38"L 38"D 18.5"H

C1K Inspiration Cocktail Table
Glass, Brushed Steel
42"L 28"D 18"H

C1F Geo Cocktail Table
Glass, Black
50"L 22"D 16"H

C1C Geo Cocktail Table
Glass, Chrome
50"L 22"D 16"H

C1W Sydney Cocktail Table
White, Brushed Steel
48"L 26"D 18"H

C1Y Sydney Cocktail Table
Black, Brushed Steel
48"L 26"D 18"H

END TABLES

TMBTBL Timber Table
Wood
16" Round 17"H

NEMSAC Mosaic Tables, Set of 3
12"L 14"D 16"H
16.5"L 15"D 18"H
20.5"L 16"D 20"H

ETBL E Table
Wood
21"L 15.5"D 27.5"H

AURA Aura Round Table
White Metal
15" Round 22"H

EOLI Oliver End Table
Walnut Finish
22" Round 22"H

E1E Silverado End Table
Glass, Chrome
24" Round 22"H

E1D Soho End Table
Espresso, Metal
26"L 26"D 27"H

E1K Inspiration End Table
Glass, Brushed Steel
24"L 28"D 22"H

E1F Geo End Table
Glass, Black
26"L 26"D 20"H

E1C Geo End Table
Glass, Chrome
26"L 26"D 20"H

CDYTB Candy Table
White/Black Top
18"L 18"D 18"H

E1W Sydney End Table
White, Brushed Steel
27"L 23"D 22"H

E1Y Sydney End Table
Black, Brushed Steel
27"L 23"D 22"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

CONFERENCE TABLES

CG1

CF2

CE2

OCT6W

CE1

CF1

6'–CB2

MERLIN

WD3

8'–CB3

6'–CD2

8'–CD3

6'–CC6
8'–CC7
10'–CC8

6'–CT06GR
8'–C508GR
10'–CT10GR

CC5

CB1

CONF42

SAMPLE CONFERENCE SETS

CONFERENCE TABLES

CG1 Manhattan Table
Glass, Black
42" Round 29"H

CF2 Geo Table, Rectangular
Glass, Black
60"L 36"D 29"H

CE2 Geo Table, Rectangular
Glass, Chrome
60"L 36"D 29"H

OCT6W Nova Oval Table
White, Silver Powder Coated Legs
71"L 36"D 29"H

CE1 Geo Table, Rounded Square
Glass, Chrome
42"L 42"D 29"H

CF1 Geo Table, Rounded Square
Glass, Black
42"L 42"D 29"H

CB2 Table
6' Graphite Nebula
72"L 42"D 29"H

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

CB3 Table
8' Graphite Nebula
96"L 48"D 29"H

CD2 Table
6' Gray Nebula
72"L 42"D 29"H

CD3 Table
8' Gray Nebula
96"L 48"D 29"H

CC6 Table
6' Mahogany
72"L 36"D 29.5"H

CC7 Table
8' Mahogany
96"L 48"D 29.5"H

CC8 Table
10' Mahogany
120"L 48"D 29.5"H

CT06GR Table
6' Granite
72"L 36"D 29"H

C508GR Table
8' Granite
96"L 44"D 29"H

CT10GR Table
10' Granite
120"L 46"D 29"H

CC5 Table
Mahogany
42" Round 29"H

CB1 Table
Graphite Nebula
42" Round 29"H

CONF42 Table
White Laminate
42" Round 29"H

EXECUTIVE CHAIRS

PROEXE

XC2

XC1

XC5

XC4

OTO

G30 COMMUNAL BAR, CAFÉ & COCKTAIL TABLES

G30BMS

G30BMW

G30BWS

G30BWW

G30DMS

G30DMW

G30DWS

G30DWW

G30CMS

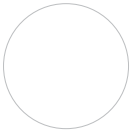
G30CMW

G30CWS

G30CWW

TABLE TOP OPTIONS

MAPLE


WHITE

EXECUTIVE CHAIRS

PROEXE Pro Executive Chair
White Classic Vinyl
27.5"L 27.5"D 45.7"H
Adjustable

XC2 Luxor Executive Chair
Mid Back, Black Leather
27"L 28"D 41"H
Adjustable

XC1 Luxor Executive Chair
High Back, Black Leather
27"L 28"D 47"H
Adjustable

XC5 Altura Executive Chair
Mid Back, Black Crepe
25"L 25"D 37"H
Adjustable

XC4 Altura Executive Chair
High Back, Black Crepe
25"L 25"D 43"H
Adjustable

OTO Perth Chair
High Back, Black
23"L 21"D 43"H
Adjustable

BAR TABLES

G30BMS Bar Table
Maple Top
72"L 26"D 42"H

G30BMW Bar Table
with Grommet Holes,
Maple Top
72"L 26"D 42"H

G30BWS Bar Table
White Top
72"L 26"D 42"H

G30BWW Bar Table
with Grommet Holes,
White Top
72"L 26"D 42"H

CAFÉ TABLES

G30DMS Café Table
Maple Top
72"L 26"D 30"H

G30DMW Café Table
with Grommet Holes,
Maple Top
72"L 26"D 30"H

G30DWS Café Table
White Top
72"L 26"D 30"H

G30DWW Café Table
with Grommet Holes,
White Top
72"L 26"D 30"H

COCKTAIL TABLES

G30CMS Cocktail Table
Maple Top
72"L 26"D 18"H

G30CMW Cocktail Table
with Grommet Holes,
Maple Top
72"L 26"D 18"H

G30CWS Cocktail Table
White Top
72"L 26"D 18"H

G30CWW Cocktail Table
with Grommet Holes,
White Top
72"L 26"D 18"H

BARSTOOLS

BS001

BS002

BS003

RSTSTL

ROLLRD

ROLLGY

ROLLWH

ROLLBL

BSN

BCE

BSS

BST

BSL

BSC

BSD

BARSTOOLS

RSTSTL Rustique Barstool
Gunmetal
13"L 13"D 30"H

BS001 Shark Barstool
White, Chrome
22"L 19"D 34–44"H

BS002 Zoey Barstool
White, Chrome
15"L 16"D 26-30.5"H

BS003 Zoey Barstool
Black, Chrome
15"L 16"D 26-30.5"H

ROLLRD Lift Barstool
Red Vinyl
15" Round
23–33.5"H Adjustable

ROLLGY Lift Barstool
Gray Vinyl
15" Round
23–33.5"H Adjustable

ROLLWH Lift Barstool
White Vinyl
15" Round
23–33.5"H Adjustable

ROLLBL Lift Barstool
Black Vinyl
15" Round
23–33.5"H Adjustable

BSN Jetson Barstool
Black
18"L 19"D 29"H

BCE Ice Barstool
Transparent, Chrome
16"L 14"D 33"H

BSS Banana Barstool
Black, Chrome
21"L 22"D 30"H

BST Banana Barstool
White, Chrome
21"L 22"D 30"H

BSL Gin Barstool
Maple, Chrome
16"L 16"D 29"H

BSC Oslo Barstool
White
17"L 20"D 30"H

BSD Oslo Barstool
Blue
17"L 20"D 30"H

BAR TABLES

30"–VTK
36"–VTP

30"–VTJ
36"–VTN

36"–VTW

30MHSB

VTG

VTB

VTC

30"–WTK
36"–WTP

30"–WTJ
36"–WTN

WTW

30MHTB

WTS

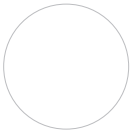
WTB

WTC

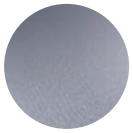
TABLE TOP OPTIONS

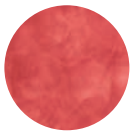
MAPLE

GRAPHITE NEBULA


WHITE LAMINATE

MAHOGANY


SILVER TEXTURED


BRUSHED RED

BRUSHED BLUE

BAR TABLES

Standard Black Base
30" Round 42"H
VTK Maple Top
VTJ Graphite Nebula Top
30MHSB Mahogany Top
VTG Silver Textured Top
VTB Brushed Red Top
VTC Brushed Blue Top

Standard Black Base
36" Round 42"H
VTP Maple Top
VTN Graphite Nebula Top
VTW White Laminate Top

Tulip Chrome Base
30" Round 42"H
WTK Maple Top
WTJ Graphite Nebula Top
30MHTB Mahogany Top
WTS Silver Textured Top
WTB Brushed Red Top
WTC Brushed Blue Top

Tulip Chrome Base
36" Round 42"H
WTP Maple Top
WTN Graphite Nebula Top
WTW White Laminate Top

CAFÉ TABLES

30"–ZTK
36"–ZTP

30"–ZTJ
36"–ZTN

ZTQ

30MHSC

ZTG

ZTB

ZTC

30"–XTK
36"–XTP

30"–XTJ
36"–XTN

XTR

30MHTC

XTS

XTB

XTC

SAMPLE BAR TABLE SETS

CAFÉ TABLES

Standard Black Base
30" Round 29"H
ZTK Maple Top
ZTJ Graphite Nebula Top
30MHSC Mahogany Top
ZTG Silver Textured Top
ZTB Brushed Red Top
ZTC Brushed Blue Top

Standard Black Base
36" Round 29"H
ZTP Maple Top
ZTN Graphite Nebula Top
ZTQ White Laminate Top

Tulip Chrome Base
30" Round 29"H
XTK Maple Top
XTJ Graphite Nebula Top
30MHTC Mahogany Top
XTS Silver Textured Top
XTB Brushed Red Top
XTC Brushed Blue Top

Tulip Chrome Base
36" Round 29"H
XTP Maple Top
XTN Graphite Nebula Top
XTR White Laminate Top

TRAINING ROOM

MERLIN

WD3

BOOKCASES & PRODUCT DISPLAYS

PMB36

PMB42

PDL

36"– PDL36W
42"– PDL42W

BC6

BC7

36"– PDL36B
42"– PDL42B

ET2

ET1

UTILITY CHAIRS

SY1

DF1

TRAINING ROOM

MERLIN Merlin Multi Use Table
Gray Laminate, Black
46"L 29"D 30"H

WD3 Work Table
White Laminate, White
48"L 24"D 30"H

BOOKCASES & PRODUCT DISPLAYS

Plastic Pedestal
Black
PMB36 24"L 24"D 36"H
PMB42 24"L 24"D 42"H

PDL Locking Door Pedestal
Black
24"L 24"D 42"H

Powered Locking Pedestal
White
PDL36W
24"L 24"D 36"H
PDL42W
24"L 24"D 42"H

BC6 Bookcase
Mahogany
36"L 13"D 71"H

BC7 Bookcase
Granite
36"L 13"D 71"H

Powered Locking Pedestal
Black
PDL36B
24"L 24"D 36"H
PDL42B
24"L 24"D 42"H

ET2 Etagere
Black
30"L 16"D 70"H

ET1 Etagere
Pewter
30"L 16"D 70"H

UTILITY CHAIRS

SY1 Altura Steno Chair
Black Crepe
25"L 26"D 21"H

DF1 Altura Drafting Stool
Black Crepe
25"L 26"D 34"H

DESKS & CREDENZAS

JD6

JD7

CR6

CR7

FILES

VF4

VF2

L26

L27

FRIDGES

R1R

R1Q

DESKS & CREDENZAS

JD6 Executive Desk
Mahogany
60"L 30"D 29"H

JD7 Executive Desk
Granite
60"L 30"D 29"H

CR6 Credenza
Mahogany
72"L 24"D 29"H

CR7 Credenza
Granite
72"L 24"D 29"H

FILES

VF4 Vertical File
4 Drawer
27"L 19"D 52"H

VF2 Vertical File
2 Drawer
27"L 19"D 28"H

L26 Lateral File
Mahogany
36"L 20"D 29"H

L27 Lateral File
Granite
36"L 20"D 29"H

FRIDGES

R1R Refrigerator
White
14.0 cubic feet
28"L 28"D 64"H

R1Q Refrigerator
White
4.0 cubic feet
20"L 22"D 33"H

MOBILE TABLET STANDS

TBBCHR

TBSHLF

TBPNTR

TBSTDW

TBSTND

LAMPS

LA15

LA14

LIGHTED PRODUCTS

LED color guide

CUBL20

CUBTBL

MOBILE TABLET STAND ACCESSORIES

TBBCHR Brochure Holder
Black
8.625"L 1.1"D 11.325"H

TBSHLF Charging Shelf
Black
14.85"L 7.17"D 1"H

TBPNTR Wireless Printer Holder
Black
3.3"L 1.9"D 5.28"H

MOBILE TABLET STANDS

TBSTDW Mobile Tablet Stand
White
14"L 13"D 44.5"H

TBSTND Mobile Tablet Stand
Black
14"L 13"D 44.5"H

LAMPS

LA15 Mason Floor Lamp
Brushed Silver
18" Round 55"H

LA14 Mason Table Lamp
Brushed Silver
16" Round 26"H

LIGHTED PRODUCTS

CUBL20 Edge LED Cube Ottoman
White Plastic
20"L 20"D 20"H

CUBTBL Edge LED Cube Table
Plexi Top, White Plastic
20"L 20"D 20"H

BARS

BRC

BR1

Suggested Uses of Martini Bar

BARS

BRC Martini Bar Circle
Comprised of three
BR1 Martini Bars
100"L 100"D 45"H

BR1 Martini Bar
67"L 22"D 45"H

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Show Name:			
Contractor:			
Booth Number(s):		**Show Date:**	
Venue:			

CHICAGO DISTRICT
SERVICE AREA: IL, IN, MI, OH, KY, WI, MN, MO, IA, NE, KS, SD, ND
Please fax or mail both pages to:
CORT Trade Show Furnishings
2725 Davey Rd., Ste 200
Woodridge, IL 60517
Phone: 630-972-0146
Fax: 630-972-0269

ORDER INFORMATION	
Exhibiting Co:	
Address:	
City, State, Zip:	
Phone:	
Fax:	
Contact:	
Email:	
Authorized By:	

PAYMENT INFORMATION			
		Order Total:	
		Late Order Fee: (Add 30%)	
		State Tax: (excluding NV, CA & OR)	
		TOTAL DUE:	
Credit Card:			
Exp Date:		**BILLING ZIP CODE:**	
Name (Print):			
Signature:			

PAYMENT: In order to guarantee delivery, all orders must be received and full payment made no later than 14 days prior to the show. Payment may be made by credit card or a check drawn on a U.S. bank unless prior arrangements were made.

LATE ORDERS: Orders received within 14 days prior to show opening are subject to a 30% late order fee.

CANCELLATIONS: If cancelled within 14 days prior to move-in, a 50% charge will be applied. Cancellations made after move-in begins receive no refund.

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
PREMIER COLLECTIONS					
CHR003		Roma Chair	White Vinyl	$ 409	
SFA003		Roma Sofa	White Vinyl	$ 599	
CHR001		Mirabel Chair	Brown Leather	$ 386	
SFA001		Mirabel Sofa	Brown Leather	$ 592	
CHR002		Allegro Chair	Blue Fabric	$ 369	
SFA002		Allegro Sofa	Blue Fabric	$ 525	
OCB		Key West Chair	Black	$ 299	
LSM		Key West Loveseat	Black	$ 369	
SOM		Key West Sofa	Black	$ 423	
OTS		South Beach Ottoman	Platinum Suede	$ 239	
SO1		South Beach Sofa	Platinum Suede	$ 499	
SO2		South Beach Sectional	Platinum Suede, 3pc	$ 1,198	
TANCHR		Tangiers Chair	Beige Textured	$ 324	
TANSOF		Tangiers Sofa	Beige Textured	$ 499	
NPLCHR		Naples Chair	Black Vinyl	$ 439	
NPLLOV		Naples Loveseat	Black Vinyl	$ 529	
NPLSOF		Naples Sofa	Black Vinyl	$ 629	
HC008		Heathrow Corner Chair	Black Vinyl	$ 419	
HCH08		Heathrow Chair	Black Vinyl	$ 389	
HEA08		Heathrow Sofa	Black Vinyl	$ 499	
HS008		Heathrow Sectional	Black Vinyl, 3pc	$ 1,309	
OCCASIONAL CHAIRS					
CCE		Ice Chair	Transparent, Chrome	$ 165	
LABREA		La Brea Swivel Chair	Charcoal Gray	$ 309	
MADGRY		Madden Arm Chair	Light Gray, Vinyl	$ 319	
BCW		Madrid Chair	White Leather	$ 562	
OCH		Madrid Chair	Black Leather	$ 562	
SWAN		Swanson Swivel Chair	White Vinyl	$ 269	
OCA		T-Vac Chair	Translucent, Chrome	$ 209	
MEETING CHAIRS					
OCMESP		Meeting Chair	Espresso Leather	$ 209	
OCMTAU		Meeting Chair	Taupe Fabric	$ 205	
GROUP SEATING					
XC6		Altura Guest Chair	Black Crepe	$ 232	
CS8		Berlin Chair	Black, White	$ 95	
CS9		Berlin Chair	Red, White	$ 95	
SC3		Brewer Chair	Onyx, Black	$ 131	
XCHR		Christopher Chair	White Vinyl, Chrome	$ 79	
DUET		Duet Chair	Black, Chrome	$ 49	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
SC8		Flex Chair w/ Wheels	Black	$ 129	
SCC		Fusion Chair	Clear, White	$ 105	
SCD		Fusion Chair	Green, White	$ 105	
SCE		Fusion Chair	Red, White	$ 105	
SCF		Fusion Chair	Black, White	$ 105	
CO4		Iso Mesh Chair	Black	$ 221	
SC4		Jetson Chair	Black	$ 145	
XC3		Luxor Guest Chair	Black Leather	$ 261	
SC1		New York Chair	Black, Maple	$ 145	
SC9		Panton Chair	White	$ 149	
SC10		Razor Armless Chair	White	$ 59	
RSTDIN		Rustique Chair w/ arms	Gunmetal	$ 109	
CH002		Wendy Chair	Clear Acrylic	$ 89	
EXECUTIVE CHAIRS					
OTO		Perth High Back	Black	$ 318	
PROEXE		Pro Executive High Back	White Classic Vinyl	$ 279	
XC1		Luxor High Back	Black Leather	$ 302	
XC2		Luxor Mid Back	Black Leather	$ 284	
XC4		Altura High Back	Black Crepe	$ 278	
XC5		Altura Mid Back	Black Crepe	$ 255	
UTILITY CHAIRS					
DF1		Altura Drafting Stool	Black Crepe	$ 229	
SY1		Altura Steno Chair	Black Crepe	$ 149	
BARSTOOLS					
BCE		Ice Barstool	Transparent, Chrome	$ 199	
BS001		Shark Barstool	White, Chrome	$ 239	
BS002		Zoey Barstool	White, Chrome	$ 219	
BS003		Zoey Barstool	Black, Chrome	$ 219	
BSC		Oslo Barstool	White	$ 197	
BSD		Oslo Barstool	Blue	$ 197	
BSL		Gin Barstool	Maple, Chrome	$ 149	
BSN		Jetson Barstool	Black	$ 200	
BSS		Banana Barstool	Black, Chrome	$ 187	
BST		Banana Barstool	White, Chrome	$ 187	
ROLLBL		Lift Barstool	Black Vinyl	$ 159	
ROLLGY		Lift Barstool	Gray Vinyl	$ 159	
ROLLRD		Lift Barstool	Red Vinyl	$ 159	
ROLLWH		Lift Barstool	White Vinyl	$ 159	
RSTSTL		Rustique Barstool	Gunmetal	$ 99	

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SHOW NAME:		BOOTH:	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
BARS					
BR1		Martini Bar	Gray Metal, Frosted Glass Top	$ 1,011	
BRC		Martini Bar Circle	3 Martini Bars	$ 2,911	
OTTOMANS					
BNO08		Bench Ottoman	Black Vinyl	$ 309	
BNO75		Bench Ottoman	White Vinyl	$ 309	
CCB		Circle Ottoman	Black Leather	$ 479	
CCW		Circle Ottoman	White Leather	$ 479	
CCZ		Circle Ottoman	Black/White Leather	$ 479	
CUBL20		Edge LED Cube Ottoman	White, Plastic	$ 148	
END02B		Endless Square Ottoman	Black	$ 269	
END02W		Endless Square Ottoman	White	$ 269	
OSC		Milano Cube Ottoman	White Leather	$ 95	
OTH		Milano Cube Ottoman	Black Leather	$ 95	
OTK		Half Round Ottoman	Black Leather	$ 290	
OTL		Half Round Ottoman	White Leather	$ 290	
PUZ2SW		Puzzle Bench Ottoman	White	$ 232	
SAL		Sally Stool/Ottoman	White	$ 69	
VIB01		Vibe Cube Ottoman	Green Vinyl	$ 105	
VIB02		Vibe Cube Ottoman	Blue Vinyl	$ 105	
VIB03		Vibe Cube Ottoman	Pink Vinyl	$ 105	
VIB04		Vibe Cube Ottoman	Red Vinyl	$ 105	
VIB05		Vibe Cube Ottoman	Yellow Vinyl	$ 105	
VIB06		Vibe Cube Ottoman	Gold/Bronze Vinyl	$ 105	
VIB07		Vibe Cube Ottoman	Beige Vinyl	$ 105	
VIB08		Vibe Cube Ottoman	Orange Vinyl	$ 105	
COCKTAIL TABLES					
C1C		Geo Cocktail Table	Glass, Chrome	$ 189	
C1D		Soho Cocktail Table	Espresso, Metal	$ 299	
C1E		Silverado Cocktail Table	Glass, Chrome	$ 209	
C1F		Geo Cocktail Table	Glass, Black	$ 189	
C1K		Inspiration Cocktail Table	Glass, Brushed Steel	$ 233	
C1W		Sydney Cocktail Table	White, Brushed Steel	$ 212	
C1Y		Sydney Cocktail Table	Black, Brushed Steel	$ 212	
COLI		Oliver Cocktail Table	Walnut Finish	$ 180	
SIDE & END TABLES					
AURA		Aura Round Table	White Metal	$ 109	
CDYTB		Candy Table	Black Top	$ 159	
CUBTBL		Edge LED Cube Table	Plastic, Plexi Top	$ 149	
E1C		Geo End Table	Glass, Chrome	$ 185	
E1D		Soho End Table	Espresso, Metal	$ 269	
E1E		Silverado End Table	Glass, Chrome	$ 199	
E1F		Geo End Table	Glass, Black	$ 185	
E1K		Inspiration End Table	Glass, Brushed Steel	$ 219	
E1W		Sydney End Table	White, Brushed Steel	$ 191	
E1Y		Sydney End Table	Black, Brushed Steel	$ 191	
EOLI		Oliver End Table	Walnut Finish	$ 160	
ETBL		E Table	Wood	$ 134	
NEMSAC		Mosaic Tables	Set of 3	$ 219	
TMBTBL		Timber Table	Wood	$ 129	
CONFERENCE & TRAINING TABLES					
C508GR		8' Table	Granite	$ 419	
CB1		42" Round Table	Graphite Nebula	$ 289	
CB2		6' Conference Table	Graphite Nebula	$ 355	
CB3		8' Conference Table	Graphite Nebula	$ 419	
CC5		42" Round Table	Mahogany	$ 289	
CC6		6' Table	Mahogany	$ 355	
CC7		8' Table	Mahogany	$ 419	
CC8		10' Table	Mahogany	$ 629	
CD2		6' Conference Table	Gray Nebula	$ 355	
CD3		8' Conference Table	Gray Nebula	$ 419	
CE1		Geo Table, Rnd Sq	Glass, Chrome	$ 239	
CE2		Geo Table, Rectangle	Glass, Chrome	$ 339	
CF1		Geo Table, Rnd Sq	Glass, Black	$ 239	
CF2		Geo Table, Rectangle	Glass, Black	$ 339	
CG1		Manhattan Table	Glass, Black	$ 249	
CONF42		42" Round Table	White Laminate	$ 289	
CT06GR		6' Table	Granite	$ 355	
CT10GR		10' Table	Granite	$ 629	
OCT6W		Nova Oval Table	White, Silver Legs	$ 399	
MERLIN		Merlin Multi Use Table	Gray Laminate, Black	$ 259	
WD3		Work Table	White Laminate, White	$ 249	
G30 COMMUNAL TABLES					
G30BMS		G30 Bar Table	Maple Top	$ 499	
G30BWS		G30 Bar Table	White Top	$ 499	
G30CMS		G30 Cocktail Table	Maple Top	$ 279	
G30CWS		G30 Cocktail Table	White Top	$ 279	
G30DMS		G30 Café Table	Maple Top	$ 399	
G30DWS		G30 Café Table	White Top	$ 399	

CODE	QTY	ITEM	DESCRIPTION	2015	TOTAL
G30 COMMUNAL TABLES W/ GROMMET HOLES					
G30BMW		G30 Bar Table	Maple Top	$ 499	
G30BWW		G30 Bar Table	White Top	$ 499	
G30CMW		G30 Cocktail Table	Maple Top	$ 279	
G30CWW		G30 Cocktail Table	White Top	$ 279	
G30DMW		G30 Cafe Table	Maple Top	$ 399	
G30DWW		G30 Cafe Table	White Top	$ 399	
BAR TABLES W/ STANDARD BLACK BASE					
30MHSB		30" Round Bar Table	Mahogany Top	$ 217	
VTB		30" Round Bar Table	Brushed Red Top	$ 185	
VTC		30" Round Bar Table	Brushed Blue Top	$ 185	
VTG		30" Round Bar Table	Silver Textured Top	$ 185	
VTJ		30" Round Bar Table	Graphite Nebula Top	$ 185	
VTK		30" Round Bar Table	Maple Top	$ 185	
VTN		36" Round Bar Table	Graphite Nebula Top	$ 199	
VTP		36" Round Bar Table	Maple Top	$ 199	
VTW		36" Round Bar Table	White Laminate Top	$ 199	
BAR TABLES W/ TULIP CHROME BASE					
30MHTB		30" Round Bar Table	Mahogany Top	$ 285	
WTB		30" Round Bar Table	Brushed Red Top	$ 285	
WTC		30" Round Bar Table	Brushed Blue Top	$ 285	
WTJ		30" Round Bar Table	Graphite Nebula Top	$ 285	
WTK		30" Round Bar Table	Maple Top	$ 285	
WTS		30" Round Bar Table	Silver Textured Top	$ 285	
WTN		36" Round Bar Table	Graphite Nebula Top	$ 299	
WTP		36" Round Bar Table	Maple Top	$ 299	
WTW		36" Round Bar Table	White Laminate Top	$ 299	
CAFE TABLES W/ STANDARD BLACK BASE					
30MHSC		30" Round Café Table	Mahogany Top	$ 208	
ZTB		30" Round Café Table	Brushed Red Top	$ 169	
ZTC		30" Round Café Table	Brushed Blue Top	$ 169	
ZTG		30" Round Café Table	Silver Textured Top	$ 169	
ZTJ		30" Round Café Table	Graphite Nebula Top	$ 169	
ZTK		30" Round Café Table	Maple Top	$ 169	
ZTN		36" Round Café Table	Graphite Nebula Top	$ 184	
ZTP		36" Round Café Table	Maple Top	$ 184	
ZTQ		36" Round Café Table	White Laminate Top	$ 184	
CAFE TABLES W/ TULIP CHROME BASE					
30MHTC		30" Round Café Table	Mahogany Top	$ 269	
XTB		30" Round Café Table	Brushed Red Top	$ 269	
XTC		30" Round Café Table	Brushed Blue Top	$ 269	
XTJ		30" Round Café Table	Graphite Nebula Top	$ 269	
XTK		30" Round Café Table	Maple Top	$ 269	
XTS		30" Round Café Table	Silver Textured Top	$ 269	
XTN		36" Round Café Table	Graphite Nebula Top	$ 285	
XTP		36" Round Café Table	Maple Top	$ 285	
XTR		36" Round Café Table	White Laminate Top	$ 285	
BOOKCASES & PRODUCT DISPLAYS					
BC6		Bookcase	Mahogany	$ 289	
BC7		Bookcase	Granite	$ 259	
ET1		Etagere	Pewter, Metal/Glass	$ 259	
ET2		Etagere	Black, Metal/Glass	$ 259	
PDL		Locking Pedestal	Black	$ 359	
PMB36		Plastic Pedestal, 36"	Black	$ 299	
PMB42		Plastic Pedestal, 42"	Black	$ 349	
PDL36B		Powered Locking Pedestal, 36"	Black	$ 359	
PDL36W		Powered Locking Pedestal, 36"	White	$ 359	
PDL42B		Powered Locking Pedestal, 42"	Black	$ 429	
PDL42W		Powered Locking Pedestal, 42"	White	$ 429	
DESKS & CREDENZAS					
JD6		Executive Desk	Mahogany	$ 419	
JD7		Executive Desk	Granite	$ 409	
CR6		Credenza	Mahogany	$ 419	
CR7		Credenza	Granite	$ 399	
L26		Lateral File	Mahogany	$ 329	
L27		Lateral File	Granite	$ 319	
VF2		Vertical File, 2 Drawer	Light Gray	$ 140	
VF4		Vertical File, 4 Drawer	Light Gray	$ 191	
FRIDGES					
R1Q		Refrigerator, Small	White, 4.0 cubic feet	$ 229	
R1R		Refrigerator, Large	White, 14.0 cubic feet	$ 652	
MOBILE TABLET STANDS					
TBSTDW		Mobile Tablet Stand	White	$ 209	
TBSTND		Mobile Tablet Stand	Black	$ 209	
TBBCHR		Brochure Holder	Black	$ 49	
TBPNTR		Wireless Printer Holder	Black	$ 49	
TBSHLF		Charging Shelf	Black	$ 49	
LAMPS					
LA14		Mason Table Lamp	Brushed Silver	$ 108	
LA15		Mason Floor Lamp	Brushed Silver	$ 165	

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2015 Service Order Form

Information Technology, Electrical and Mechanical

Owners and Operators of the Wisconsin Center •Milwaukee Theatre •UW-Milwaukee Panther Arena

General information: Please familiarize yourself with the enclosed materials to avoid service installation delays. Your signature at the bottom of the order form indicates your understanding of all the terms and policies for your ordered service(s). If you have any questions please call our Exhibitor Services Department at 414-908-6053. No order will be taken over the phone.

Online Ordering: We now offer online ordering at WCD.org for our exhibitor services. Just create an account or use your existing account name and password and order services or utilities. If you received this as an email, visit http://wcd.org/sessions/new. Fill out the required information and submit.

Payment: Full payment of service order must accompany order. We should receive your order and payment *at least fourteen (14) days before the first move-in day.* ORDERS RECEIVED LATER OR WITHOUT FULL PAYMENT ARE SUBJECT TO STANDARD PRICES. All labor, changes to your order, as well as long-distance toll call charges will be billed after the end of the show. For your convenience the Wisconsin Center District accepts Visa, MasterCard, and American Express, Discover, check or money order.

Internet Access: The Wisconsin Center District (WCD) offers several options for internet, our standard wired connection is 512kb, and the next wired internet option is 768kb. Each option is intended for 1 device only, routers and hubs are prohibited. Our High Speed WIFI offering is also available on the order form per device.

Telecommunications: The WCD maintains a digital PBX (Private Branch Exchange) telephone switch manufactured by Avaya Technologies—a world leader in communications technology.

I.T. Specialty Services: Fiber-Optic Ethernet, computer and equipment rentals, custom video services, including digital signage available to showcase events, schedules and sponsors, HD plasma screen rentals, videotaping, advertising packages and consulting, available upon request.

Electrical: The WCD Electrical Department offers 120v, 208v and 480v service in the exhibit hall. Standard services are located on the attached worksheet. To reserve 480v power for your booth, contact WCD Exhibitor Services Department 30 days in advance of your event. Specialty services such as 480v and overhead power have limited availability due to location restrictions in the hall.

Mechanical: The WCD Engineering Department offers gas, water and air services. Standard services are located on the attached worksheet. For water requests in excess of 1000 gallons or gas and water requests which require specific connections not listed on the attached worksheet, contact Wisconsin Center District Exhibitor Services Department 30 days in advance of your event.

Call Kelly Delo with EXHIBITOR SERVICES at 414.908.6053

OTHER SERVICE CONTACTS:

Food & Beverage Services: Levy Restaurants, Inc. 414.908.6150

Universal Audio Visual Productions 414.908.6180

Mailing Address: Wisconsin Center District 400 West Wisconsin Avenue• Milwaukee, WI 53203• Attn: Exhibitor Services • Main Tel. 414.908.6000 •Fax 414.877.0995 •

Exhibitor Services • 414.908.6053 • Email: *ExhibitorSvc@wcd.org*

Thank you for your order and we look forward to seeing you in Milwaukee!

WISCONSIN CENTER DISTRICT 2015 EXHIBITOR SERVICES ORDER FORM

Advance prices apply only to orders received by the WCD at least 14 days prior to the 1st day of the event scheduled exhibitor move-in.

Owners and Operators of the Wisconsin Center • UW-Milwaukee Panther Arena • Milwaukee Theatre

Mailing Address: Wisconsin Center District • 400 West Wisconsin Avenue• Milwaukee, WI 53203-2104•

www.wcd.org • Main Tel. 414.908.6000 • Fax 414.877.0995 • Exhibitor Services 414.908.6053• Email:ExhibitorSvc@wcd.org

Name of Event _____ Date(s) of Event _____

Firm Name _____ Location / Booth # _____

Address, City State, Zip _____

Contact: _____ Phone:(____) _____ Fax: _____ Email: _____

A. Electrical

Custom Service Labor/Materials: male plug conversions, hard wiring connections, 3 or more outlets, booth to booth cable runs, 3 phase, overhead power, relocation of installed cables, re-tapping transformer from foreign to domestic, lift rental, material charges or Electrician's discretion. Limited availability: 480v and other amps/volts call for pricing.

Prices are per event cost.

Qty	Description	Advanced	Standard	Amount	24 hr.
_____	1600w (Standard 16amp 120v)	$150.00	$220.00	_____	☐
_____	Cube Tap (3 plug-order)	$15.00	$20.00	_____	
_____	Power Strip (6 plug-order	$32.00	$42.00	_____	
_____	Extension Cord (25 ft.)	$32.00	$42.00	_____	

Plug conversions by WCD is $50.00 for 10-30 amps, 208v, 1 or 3 phase, and no additional cost when you bring in a standard male NEMA L21-30P on your equipment pigtail. Hardwired connections using WCD pigtails will cost an additional $110.00. All 480v connections will be hard wired by the WCD. Items not returned will be billable

_____	10-30 amp 208v 1 phase	$250.00	$300.00	_____	☐
_____	40-60 amp 208v 1 phase	$300.00	$350.00	_____	☐
_____	70-100 amp 208v 1 phase	$350.00	$400.00	_____	☐
_____	10-30 amp 208v 3 phase	$340.00	$390.00	_____	☐
_____	40-60 amp 208v 3 phase	$390.00	$440.00	_____	☐
_____	70-100 amp 208v 3 phase	$540.00	$590.00	_____	☐
_____	____Amps _____Volts ____Phase	Call for Pricing		_____	
_____	Electrical Labor	Call for hourly rate		_____	
_____	24 Hour Power	outlet cost_____ x .50 =		_____	

For other amps / volts not listed call 414-908-6053 for pricing.

Subtotal Electrical _____

B. Information Technology (I.T.)

Please contact the WCD IT Dept. to discuss any special applications or equipment that will be using internet access to ensure proper programming of internet services. 414-908-6087

Qty	Description	Advance	Standard	Amount	Long Dist.
_____	Internet (512k) (first 4 - per device)	$450.00	$495.00	_____	
_____	Internet (512k) (after 4 - per device)	$250.00	$295.00	_____	
_____	Wireless Internet (per device)	$450.00	$495.00	_____	
_____	Internet (768Kb) - (ea-High Speed)	$810.00	$840.00	_____	
_____	Internet Bandwidth WEBCAST 2MB	$2000.00	$2600.00	_____	
_____	Phone & Line-Analog (local & 800)	$350.00	$385.00	_____	Y N
_____	Multi-Line Set with 3 lines (Digital)	$325.00	$355.00	_____	Y N
_____	Polycom Teleconferencing unit w/line	$355.00	$385.00	_____	
_____	ISDN (Radio Broadcast, Video conf.)	$540.00	$605.00	_____	
_____	Internal Networking (per device)	$160.00	$185.00	_____	
_____	IT Labor (VLANs, Firewalls, Assistance)	$100.00 hour		_____	**No Tax**

Long-distance per minute: US - $.35, Mexico $1.75, Canada $.1.75, ISDN (US LD) $.1.20, Dir. Asst. $2.50/call, Int'l $3.00

Subtotal I.T. _____

5.6% Sales Tax or Exempt # _____

C. Mechanical

***Compressed Air:* Supply your own drier or regulator Labor, lift and/or material charges may apply for some installs - (see attached Service Conditions & Regulations).** Portable Air Compressors not allowed on site. WCD does not have metric fittings. All lines are a standard female quick disconnect plus a shut off valve.

Qty	Description	Advance	Standard	Amount
_____	Compressed Air	$175.00	$250.00	_____
_____	1/4" ____3/8"_____1/2"	**Make sure to check size.**		
_____	Branch Air Line connections	$85.00	$160.00	_____
_____	1/4" ____3/8"_____1/2"	**Make sure to check size.**		
_____	Gas Line	$225.00	$275.00	_____
_____	Gas Lines (Add' l)	$110.00	$160.00	_____
_____	Water/Drain (Running water)	$300.00	$345.00	_____
_____	Water (Add' l Running)	$90.00	$100.00	_____
_____	Water Only (No Drain)	$195.00	$220.00	_____
_____	1 ¼" Drain Only	$160.00	$190.00	_____

*Water/Drain (Fill): Each One time water fill & drain up to 500 gallons.

_____	*Water/Drain(1Fill-500 gal)	$305.00	$345.00	_____
_____	Add 1 Fill – Each 50 gallons	$55.00	$65.00	_____
_____	Engineering Labor	Call for hourly rate		_____

Subtotal Mechanical _____

D. Request for Installation

Install before: Date/Time: _____ AM/PM

Remove after: Date/Time: AM/PM

E. Services Grand Total _____

F. WCD Payment Information

Wisconsin Center District; 400 W. Wisconsin Ave; Milwaukee, WI 53203; Attn: Exhibitor Services. Fax: 414-877-0995, Phone: 414-908-6053 Email: ExhibitorSvc@wcd.org

1. Check, M.O., Visa, Master Card, American Express, Discover Card #:

2. Credit Card Expiration Date:

3. Required Security Code:

4. Name on Credit Card:

WCD Use Only

Date _____ Total _____

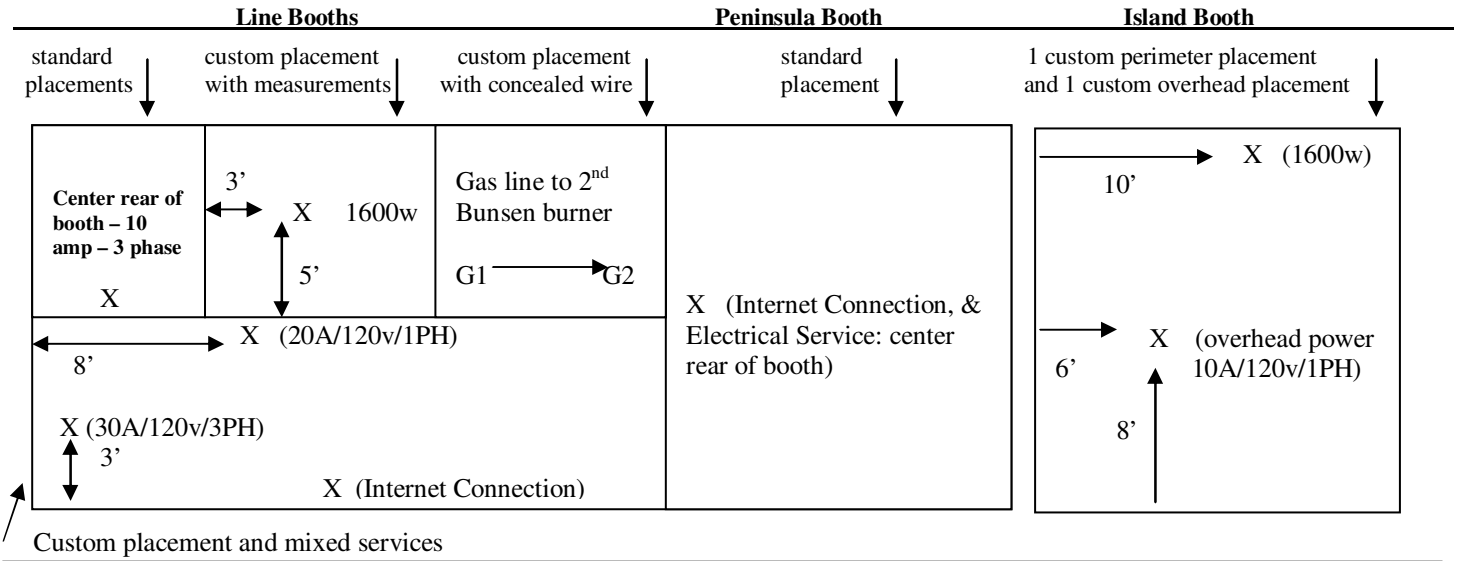
Initials _____ Other _____

Event Name_____ Event Dates_____ Booth Number_____

WISCONSIN CENTER DISTRICT EXHIBITOR SERVICES FLOOR PLAN

Owners and operators of the Wisconsin Center • UW-Milwaukee Panther Arena • Milwaukee Theatre
Mailing Address: Wisconsin Center District • 400 West Wisconsin Avenue • Milwaukee, WI 53203-2104 •
www.wcd.org • Main Tel. 414.908.6000 • Fax 414.877.0995 • Exhibitor Services 414.908.6053 • Email: ExhibitorSvc@wcd.org

Examples Filling out your floor plan – Not to Scale



Exhibitor Floor plan

Important elements of your floor plan to include:

- Mark service locations (i.e. electrical, mechanical, and information technology services)
- Indicate adjacent booth numbers and/or aisles.
- If floor plan is not provided, services will be placed in center rear of your booth.
- Indicate your booth dimensions and measurements (i.e. 10 x 20 diagram below).

Scale: 1 square = 1 foot. Please indicate if a different scale is used: 1 square = _____

Adjacent booth #_____

Adj. Booth # _____

Adj. Booth # _____

Adjacent booth #_____

SERVICE CONDITIONS AND REGULATIONS

1. PAYMENT INFORMATION

a. Company checks, money orders, Master Card, American Express and Visa are accepted for payment, and subject to fund verification.
b. To receive advance price, submit your order with full payment a minimum of fourteen (14) days prior to the first scheduled event move-in date. Orders submitted without full payment or received after the 14-day cut-off date are subject to floor prices.
c. Arrangements for payment of services must be made before service is installed. Payment IN FULL must be rendered before end-of-show unless prior arrangements have been made with Exhibitor Services. Exception: labor, long distance toll charges, damaged and/or missing equipment and other services/items may be billed after the event.

2. RATES AND LABOR CHARGES

a. Rates quoted for all connections cover only the bringing of service to the booth in the most convenient manner, and DO NOT include connecting equipment to provided services.
b. Special placement or relocation of service will result in a labor charge. Payment in full shall be rendered for such services before the close of the event unless prior arrangements have been made with Exhibitor Services.
c. If services are ordered late (ie. during the event move-in), WCD does not guarantee services will be working before the event opens; discounts will not be given.
d. All prices are based on current wage rates and are subject to change without notice.

3. INSTALLATION / DISCONNECTION OF SERVICES

a. All order form information must be completed in full to avoid processing and installation delays.
b. Orders will be processed and installations completed on a first-come, first-serve basis, or as we determine most convenient. Earliest orders will normally receive higher priority.
c. All materials and equipment installed and provided by WCD for any of the services ordered shall remain WCD property and shall be disconnected and removed ONLY by WCD authorized personnel.
d. Generally, service is up an running ½ hour before show start and turned off each night ½ hour after show close. Service will be working during show hours, and will not be working during the event move out. Special arrangements can be requested through WCD for early connect and/or late disconnect.
e. Exhibitor is responsible for replacement, repair costs, damages, etc. to equipment during rental period. Rental period starts when requested service or equipment is delivered or installed and ends when requested service or equipment is removed or disconnected. Any mishaps to equipment or services taking place during the rental period is your responsibility and will be charged to you appropriately.
f. Client agrees not to resell, extend, bridge or otherwise misuse utilities / services. WCD reserves the right to disconnect any client, if they are found to have violated this usage agreement, or are deemed unsafe by WCD personnel.

4. CANCELLATIONS

a. If cancellation occurs before installation and more than 6 days prior to the first scheduled move-in day: 90% REFUND
b. If cancellation occurs before installation but 6 days or less prior to the first scheduled move-in day: 75% REFUND.
c. If cancellation occurs after installation or after the start of the first scheduled move-in day: NO REFUND.

5. SERVICE GUIDELINES

INFORMATION TECHNOLOGY (I.T)

- **Prohibited**: The purchase of an IP address is for **ONE DEVICE ONLY** (1-IP address per device). The use of routers, switches / hubs, DHCP, wireless LANs or other applications that allow the sharing of an IP address between multiple devices is **PROHIBITED** unless approved by the Wisconsin Center District Information Technology Department. Individuals in violation of this policy will be subject to the **DISCONNECTION** of their service
- **Custom Video Services**: If you would like to have your event videotaped, have some video edited or have other special video service needs, contact Tom Paul at 414-908-6090.
- **Telephone Service:** All telephone lines ordered will be provided with long distance dialing capabilities unless specifically noted on the order form
- **NOTICE:** The Wisconsin Center District is not responsible for damaged personal equipment and / or personal injury caused by the misuse of provided telecommunication and / or data service(s). Any tampering whatsoever with IT equipment (including but not limited to exhibit floor utility boxes, cabling, or rented equipment) at any time may result in the disconnection of ordered service(s) and or additional charges. The Wisconsin Center District is not responsible for personal injuries and/or equipment damage(s) that may occur as a result of this tampering.

ELECTRICAL

- Special voltage and/or other specialized power requirements must be received at least thirty (30) days prior to exhibitor's scheduled arrival and move-in. Electrical Services Available: **120 volt**, A.C., 1 Phase 60 cycle, **208 volt**, A.C., 1 Phase & 3 Phase 60 cycle, and **480 volt**, A.C., 3 Phase 60 cycle.

- 24-hour power will only be provided to those locations that have ordered and paid for 24-hour service. Otherwise, booth power will be turned on 1/2 hour prior to each day's event opening and turned off 30 minutes after closing. Only WCD house electricians are permitted to service connections and overload protection to equipment.

SERVICE CONDITIONS AND REGULATIONS

ELECTRICAL -CONTINUED

- Electrical connections - Exhibitors or exhibitors' agents may plug into purchased standard outlets and connect signal wiring (i.e. antennae, audio, video, and speakers) within a booth or between the exhibitor's equipment with one booth. Only house electricians are authorized to connect and disconnect power for utilities above 120v (ie. 208v and 480v power). Under NO circumstances shall anyone other than house electricians make electrical connections to house power sources. Power requirements crossing aisles will not be installed unless approved by show management AND our Event Services Department.
- Electrical Connections (Continued)…Obstructions blocking utility floor boxes are subject to relocation as necessary. House electricians are authorized to cut floor coverings to permit installation of service unless otherwise directed. Standard wall, column and permanent building electrical outlets are not a part of booth space and are not to be used by exhibitors unless specified otherwise.
- Prohibited usage - Use of open clip sockets, latex or lamp cord wire, or unapproved duplex or triplex attachment plugs in exhibits are prohibited.
- Equipment - All equipment must be properly tagged or marked with complete information as to the type and/or amount of current, voltage, phase, frequency, horsepower, etc. required. 120 volt cords must be of the 3 wire, grounded type. All exposed, non-current carrying metal parts of fixed equipment, which are liable to be energized, must be grounded. Exhibitors are responsible for all their displays and equipment conforming and meeting National Electric Code and are UL approved. WCD reserves the right to refuse connection to any exhibitor whose equipment does not meet the National Electric, Federal, State and Local Safety codes. Special equipment requiring company engineers or technicians for assembly, servicing, preparatory work and operation may be executed without house electricians.
- NOTICE: We cannot accept responsibility for voltage fluctuation or power failure due to temporary conditions beyond our control. For your protection, we advise installing a surge protector on all your computers and other sensitive equipment. All electrical installations and connections to electrical service must be made by a house electrician. We will not be responsible for damage or loss to any equipment, components, computer hardware, software or data, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or wiring of any equipment by persons other than by WCD house electricians.

MECHANICAL

- WCD Engineers (Only): Under NO circumstances shall anyone other than WCD engineers make service connections, alter lines, install fittings, add branch connections, disconnect airlines, to the original termination in booth, etc. Exhibitors who do not conform to this request are compromising the safety of others and will be charged labor fees or equipment and material loss fees accordingly.
- Fittings/regulator: Exhibitors must furnish necessary fittings to connect to 1/4", 1/2" or 3/8" female (NPT) thread for water and air connections. NOTE: Pressure may vary. If pressure is critical, exhibitors are to supply their own drier, regulator and/or pump and arrange for installation. For your protection we advise that WCD Engineers install the appropriate regulators on any connection requiring critical control of pressure, moisture content, etc.
- Location: Services requiring crossing aisles will not be installed unless approved by show management AND our Event Services Department. Obstructions blocking utility floor boxes or other service access points are subject to relocation as necessary. House engineers are authorized to cut floor coverings to permit installation of service unless otherwise directed. Most airlines will be installed from floor ports, minimal airlines will be flown above booth (contact exhibitor services for more information).
- Equipment: All equipment must comply with all Federal, State and Local Safety Codes. Where applications require critical regulation of pressure, flow, or moisture content, the exhibitor is responsible for supplying the necessary regulator, conditioner, etc. All equipment must be properly tagged or marked with appropriate information about requirements or tolerances regarding pressure, flow, capacity, rate-of-fill, and/or other factors pertinent to safety. We reserve the right to refuse connection to any exhibitor whose equipment is deemed unsafe by an engineering supervisor. All materials and equipment furnished by WCD for this service order shall remain WCD property and shall be disconnected and removed only by house engineers at the close of the show. Tanks, drums, barrels, and other containers requiring water fill and drain exceeding 30 gallon capacity must be filled and drained by house engineers and are subject to a service charge. We reserve the right not to fill any container that shows signs of leakage or is otherwise deemed inadequate by an engineering supervisor. Containers showing signs of leakage will be drained by a house engineer without prior notice.
- NOTICE: Exhibitor assumes responsibility for any damage to Wisconsin Center District facilities caused by faulty exhibitor equipment or negligent operation of exhibitor equipment. We cannot accept responsibility for pressure fluctuations due to temporary conditions beyond our control. All installations and connections to mechanical services must be made by house engineers. We will not be responsible for damage or loss to any equipment or components, or injury to any person caused by the unauthorized installation of any equipment, connection to service, or interconnection of any equipment by persons other than house engineers. Removal of toxic waste or non-biodegradable waste is not permitted in drains. Removal of such waste is at exhibitor's expense.
- Portable air compressors and portable air tanks are not permitted.

SIGN & BANNER HANGING ORDER FORM

Wisconsin Center District

The Wisconsin Center • Milwaukee Theatre • UW-Milwaukee Panther Arena

400 W Wisconsin Ave - Milwaukee, WI 53203

ATTN: Exhibitor Services Department

Kelly Delo - (414) 908-6053• Fax-(414)-877-0995• ExhibitorSvc@wcd.org

In order to best serve you, we need specific information as to the size, weight, location, timing, and special needs for signage.
One month prior to your event, please call the Exhibitor Services Department to inform them of your sign/banner hanging needs.
At least two weeks prior to installation, **forward your completed form to the address above.** All signage must comply with the regulations below. A 15% surcharge will be placed on orders received less than 14 days before the event move in date.

Date:_____ E-Mail:_____

Event Name:_____ Booth Number:_____

Company Name:_____

Street Address:_____

City:_____ State: _____ Zip Code:_____

Contact Name:_____ Phone:_____ Fax:_____

PAYMENT INFORMATION: ☐ AMX ☐ Visa ☐ MasterCard ☐ Discover

CC #: _____ Ex. Date: _____ Auth. Code: _____

I authorize post show billing on a time and materials basis.

Authorized by:_____ Signature: _____

SIGN DIMENSIONS:

Height:_____ Width:_____ Depth:_____ Weight_____ Material:_____

Shape: ☐ Circle ☐ Square ☐ Rectangle ☐ Triangle ☐ Other:_____

Sign Location: (In relation to layout of booth)

_____

(Rear)

Does your sign require power?_____ How much?_____

(If so, Electrical service order must accompany this order)

Will you need labor too assemble or diassemble your signage. Yes ☐ No ☐

Installation Time: **Installation Date:**

Installation and removal of signs will be determind by the show schedule.

ON-SITE CONTACT:_____ ON-SITE CELL PHONE #:_____

Special Requests:_____

_____

SIGNAGE REGULATIONS

1 All signage requests must be approved by the WI Center District, which reserves the right to refuse hanging if deemed unsafe.
2 All signs are to be properly constructed (frames & grommets for hanging, Banners with top & bottom pocket for pipe).
3 All materials must comply with state and local building codes.
4 All signs will be hung at a uniform distance from floor to bottom of sign, usually 12' - 14'.
5 All signs must be hung and removed by approved personnel.
6 Signs requiring AC power must meet electrical codes, and have a grounded power supply.
7 Delivery of signage is to be coordinated with the Show/Decorator, and will be based on the show move in/out schedule.
8 WCD reserves the right to determine exact location of signage based on structural limits of the building.
9 WCD is not liable for any accidents or damage caused by the signage.

FOR ADDITIONAL INFORMATION, CALL THE WISCONSIN CENTER DISTRICT EXHIBITOR SERVICES DEPARTMENT

Booth Menu

Wisconsin Center – Levy Restaurants

Let your Levy sales team help you create a unique booth experience!

From the Bakery

Danish-Muffins-Croissants	36.00/dozen
Bagels w/Cream Cheese	38.00/dozen
Cookies and/or Brownies	35.00/dozen
Gourmet Dessert Bars	38.00/dozen
Assorted French Pastries	48.00/dozen
Sheet Cake	3.75/person

Snacks

Whole Fresh Fruit	36.00/dozen
Tortilla Chips & Salsa	16.00/pound
Potato Chips & Dip	16.00/pound
Pretzels	14.00/pound
Mixed Nuts	28.00/pound
Hard Candy-bulk	18.00/pound
Candy Bars	33.00/dozen

Trays & Hors d'oeuvres

Cheese Tray	115.00/serves 25
Fresh Fruit Tray	120.00/serves 25
Vegetable Crudite Tray	115.00/serves 25
Antipasto Tray	200.00/serves 25
Layered Guacamole w/Chips	200.00/serves 75
Deli Trays	120.00/serves 10
Cocktail Sandwiches	30.00/dozen
Hot Hors d'oeuvres	200.00/50 pieces
Cold Hors d'oeuvres	175.00/50 pieces

(Call for Hors d'oeuvres Selection)

Grab & Go Boxed Lunches

Boxed Lunches: 19.95

(Includes: Sandwich, Pasta Salad, Chips, Cookie, Fruit)
Smoked Turkey on Wheat Roll – bacon, tomato, lettuce & herb aioli
Roast Sirloin on Focaccia – tomatoes, sweet onion jam & Boursin cheese
Grilled Chicken on Focaccia – spinach, herb aioli & Provolone cheese
Ham and Swiss on Pretzel Bread
ZLT flatbread Sandwich – grilled zucchini, tomatoes, jalapeno Jack cheese & sundried tomato pesto

Hot & Cold Beverages

Coffee, Decaf, Hot Tea	43.00/gallon
Hot Chocolate	43.00/gallon
Iced Tea, Lemonade, Fruit Punch	39.00/gallon
Assorted Soda (Diet & Regular 7-up, RC Cola, Diet RC & Dr. Pepper)	3.00/can
Bottled Water	3.50/bottle
Bottled Juice	3.50/bottle
Half Pints of Milk	2.50/half pint
Water Cooler-4 day minimum	20.00/day
5 gallon Water Tanks	25.00/tank
Logo Bottled Water	Call for pricing

Specialty Services

Specialty Coffee Bar	Call for pricing
Popcorn Machine Rental	100.00/day
Popcorn Packets (apprx. 10 servings)	10.00/packet
Attendant-4 hour minimum	85.00
Bar Service (permission of Show Mgr required)	Call for pricing

General Information

Additional menus are available upon request. Please call to arrange for catering services at least 30 days prior to event date. Payment may be made by check or credit card. Full payment and signed contract is due 14 business days prior to service. All Pricing is subject to 21% Service Charge & 6.1% Sales Tax.

Each delivery valued at less than $100.00 will be subject to a $25.00 delivery fee. Decreases/Cancellations must be received & confirmed at least 72 hours in advance of service.

Levy Restaurants is the exclusive caterer for the Wisconsin Center. No food and/or beverages may be brought into the Wisconsin Center, UW-Milwaukee Panther Arena or the Milwaukee Theatre.

Please contact our sales team regarding additional menu options.

For electric needs please contact: Kelly Delo at 414/908-6053 or kdelo@wcd.org

To place an order please contact:

Mary Kay Linari
Senior Catering Sales Manager
Levy Restaurants

Phone 414/908-6156
Fax 414/908-6151

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Setting the Standard in the Trade Show Industry for 80 Years.

J&J Exhibitors Service, Inc.
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Chicago, Illinois 60616
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